

Welcome Students



Dear Student:

Welcome to Crafton Hills College - one of the finest two-year institutions of higher education in the Inland Empire.

As a student at Crafton Hills College, you will have a multitude of opportunities.

Whether you are completing a program to prepare for transfer to a four-year college or university, an Associate in Arts or an Associate in Science, a certificate in an occupational program, or to take a course for retraining or general interest, I know you will find opportunities and experiences here that will be rewarding and stimulating. Our faculty and staff will provide you with excellent instructional and student services programs.

We are committed to helping you realize your educational and life goals.

Sincerely,

Gloria M. Harrison
President

CRAFTON HILLS COLLEGE MISSION STATEMENT

In a serene, welcoming environment, Crafton Hills College promotes learning through self-discovery and the acquisition and application of knowledge and skills.

This mission is carried out in a dynamic educational community that encourages intellectual curiosity and fosters an openness to a wide range of people and ideas.

DIRECTORY OF OFFICES

(909) 794-2161

For those calling from off-campus, call prefix is 389

QUICK REFERENCE	BUILDING NO.	EXT
Admissions & Records	SSA-213	3372
Bookstore	BK-101	3250
Cafeteria	College Center	3376
Career Center	SSB-201	3361
Counseling Center	SSB-201	3366
Disabled Students	SSB-110	3325
EOP&S/CalWORKs	SSA-307	3239
Evening Division	LADM-300C	3215
Financial Aid	CL-214	3242
Health Services	SSB-101	3272
Job Placement	SSB-201	3361
Learning Resources	LIB (3rd Floor)	3312
Library	LIB	3321
Parking Permits	LADM-221	3276
Police (Campus)	LADM-221	3275
Student Services	SSA-306	3354
Transfer Center	SSA-201	3361
Veterans' Services	SSA-212	3370
Workforce Development	LADM-300A	3208

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DATES

EVENTS FOR SUMMER 2005

April 18, 2005	Confirmation of Registration Priority Date www.craftonhills.edu . Click on Apply/Register then My Priority Registration Information or call (909) 884-1441
May 4 - 5	Priority Web/Telephone Registration for EOPS, DSP&S, and CalWORKs students
May 9 - 17	Priority Web/Telephone Registration
May 18 - June 14	Open Web/Telephone Registration
May 19	Deadline for High School students to submit paperwork for admission
June 2	Last day for Summer Financial Aid and priority campus based aid for Fall 2005
June 6	First day to order/reserve textbooks online
June 8	First day to purchase summer textbooks
June 13	8 - week telecourses begin
June 15 - 19	No Registration transactions available
June 16	Last day to apply for refunds for 8 - week classes
June 20	6 - week classes begin
June 22	Last day to apply for refunds for 6 - week classes
June 27	Parking permit regulations enforced in all parking lots and all college streets
One week after classes begin	Final day to return summer textbooks
June 28	Last day to file for CR/NC grade option for 8 - week classes
June 30	Last day to file for CR/NC grade option for 6 - week classes
July 4	Independence Day Holiday (campus closed)
July 5	Last day to petition for Summer 2005 graduation
July 28	6 - week classes end
Final Exams will be administered at the last class meeting	
July 28 (9 am - 1 pm)	Bookstore buy back for 6 - week courses
August 4 (12:30 - 5:30 pm)	Bookstore buy back for 8 - week courses
August 4	8 - week telecourses end
August 15	Summer 2005 grades available via the web (www.craftonhills.edu) or automated telephone system (909) 884-1441

The campus will be closed on Fridays in June and July.

BOG (Board of Governors Grant Waiver) refund requests should be submitted no later than the week before the last week of class for which the refund is being requested. Please check your statement, you may have a balance due.

You are advised not to buy your textbooks until you are officially registered into your class(es).
You are not officially registered until you have paid all fees.

Refer to your Registration Statement (class printout) or see pages 2 and 3 for class start dates, drop dates, and withdrawal dates.

Refer to page 24 of this schedule for refund information.

EVENTS FOR FALL 2005

July 6 - August 10	Priority Web/Telephone Registration for Fall 2005
August 15	Beginning of the Fall 2005 Semester

MAY 2005						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2005						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY 2005						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

CRAFTON HILLS COLLEGE SECTION DATES

REF#	COURSE/SECTION	BEGIN	END	LAST DAY TO:		
				ADD	WITHDRAW	DROP
1140	RESP-925X4-01	05/23/05	06/30/05	05/25/05	06/02/05	06/21/05
1142	RESP-927X4-01	05/23/05	06/30/05	05/30/05	06/03/05	06/21/05
1010	ANTHRO-102-02	06/13/05	08/05/05	06/21/05	06/28/05	07/23/05
1018	ASTRON-150-01	06/13/05	08/05/05	06/21/05	06/28/05	07/23/05
1024	BIOL-123-01	06/13/05	08/05/05	06/21/05	06/28/05	07/23/05
1044	EMS-156-01	06/13/05	08/19/05	06/24/05	07/01/05	08/03/05
1066	GEOL-101-01	06/13/05	08/05/05	06/21/05	06/28/05	07/23/05
1074	HIST-100-03	06/13/05	08/05/05	06/21/05	06/28/05	07/23/05
1110	OCEAN-101-02	06/13/05	08/05/05	06/21/05	06/28/05	07/23/05
1126	POLIT-100-02	06/13/05	08/05/05	06/21/05	06/28/05	07/23/05
1148	SOC-130-01	06/13/05	08/05/05	06/21/05	06/28/05	07/23/05
1160	THART-150X4-01	06/13/05	08/05/05	06/21/05	06/28/05	07/23/05
1000	AH-101-01	06/20/05	07/28/05	06/21/05	06/28/05	07/19/05
1002	AH-101-02	06/20/05	07/28/05	06/27/05	06/29/05	07/20/05
1004	ANAT-101-03	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1006	ANAT-150-01	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1008	ANTHRO-102-01	06/20/05	07/28/05	06/27/05	06/29/05	07/20/05
1012	ART-100-01	06/20/05	07/28/05	06/27/05	06/29/05	07/20/05
1014	ART-102-01	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1016	ART-126X4-01	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1020	BIOL-100-01	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1022	BIOL-100-02	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1026	BUSAD-100-01	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1028	BUSAD-100-02	06/20/05	07/28/05	06/27/05	06/29/05	07/20/05
1032	CD-105-01	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1030	CHEM-101-01	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1034	CIS-101-01	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1036	CIS-101-02	06/20/05	07/28/05	06/21/05	06/27/05	07/18/05
1038	ECON-200-01	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1040	ECON-201-01	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1048	ENGL-015-03	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1046	ENGL-015-04	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1050	ENGL-015-05	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1052	ENGL-101-01	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1054	ENGL-101-02	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1056	ENGL-101-03	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1058	ENGL-101-04	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1060	ENGL-102-01	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1062	FIRET-100-01	06/20/05	07/28/05	06/27/05	06/29/05	07/20/05
1064	FIRET-101-01	06/20/05	07/28/05	06/27/05	06/29/05	07/20/05
1068	HEALTH-102-01	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1070	HEALTH-102-02	06/20/05	07/28/05	06/22/05	06/30/05	07/19/05
1072	HIST-100-02	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1076	HIST-101-01	06/20/05	07/28/05	06/27/05	06/29/05	07/20/05
1078	LRC-900X4-01	06/20/05	07/28/05	07/28/05	06/30/05	07/19/05
1080	LRC-960X4-01	06/20/05	07/28/05	06/26/05	06/30/05	07/19/05
1082	LRC-960X4-02	06/20/05	07/28/05	06/26/05	06/30/05	07/19/05
1086	MATH-090-01	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1088	MATH-090-02	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05

CRAFTON HILLS COLLEGE SECTION DATES

REF#	COURSE/SECTION	BEGIN	END	LAST DAY TO:		
				ADD	WITHDRAW	DROP
1090	MATH-090-03	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1094	MATH-095-01	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1096	MATH-095-02	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1092	MATH-095-04	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1100	MATH-102-01	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1098	MATH-102-02	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1102	MATH-108-01	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1104	MATH-115-01	06/20/05	07/28/05	06/27/05	06/29/05	07/20/05
1084	MATH-952-01	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1106	MUSIC-100-01	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1108	OCEAN-101-01	06/20/05	07/28/05	06/27/05	06/29/05	07/20/05
1114	PE/I-105X4-01	06/20/05	07/28/05	06/22/05	06/30/05	07/19/05
1116	PE/I-106X4-01	06/20/05	07/28/05	06/22/05	06/30/05	07/19/05
1118	PE/I-108X4-01	06/20/05	07/28/05	06/21/05	06/27/05	07/18/05
1120	PE/I-120X4-01	06/20/05	07/28/05	06/22/05	06/30/05	07/19/05
1112	PHIL-101-01	06/20/05	07/28/05	06/27/05	06/29/05	07/20/05
1122	PHYSIC-100-01	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1124	POLIT-100-01	06/20/05	07/28/05	06/27/05	06/29/05	07/20/05
1128	PSYCH-100-01	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1130	READ-078X2-01	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1132	READ-091-01	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1134	RELIG-101-01	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1136	RESP-050-01	06/20/05	07/28/05	06/21/05	06/27/05	07/18/05
1144	SOC-100-01	06/20/05	07/28/05	06/27/05	06/29/05	07/20/05
1146	SOC-100-02	06/20/05	07/28/05	06/27/05	06/29/05	07/20/05
1150	SPAN-101-01	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1152	SPEECH-100-01	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1154	SPEECH-100-02	06/20/05	07/28/05	06/27/05	06/29/05	07/20/05
1156	SPEECH-111-01	06/20/05	07/28/05	06/26/05	06/29/05	07/19/05
1158	SPEECH-111-02	06/20/05	07/28/05	06/27/05	06/29/05	07/20/05
1042	EMS-020-01	06/21/05	07/28/05	06/27/05	06/29/05	07/20/05
1138	RESP-051X4-01	08/08/05	08/11/05	08/08/05	08/08/05	08/10/05

*Payment is due at time of registration
or you may be dropped from your class(es).*

Step 1: Be admitted as a student.

You are a CONTINUING student if you enrolled in classes at CHC during the Spring 2005 term. If you are a continuing student, skip ahead to Step 3!

You are a RETURNING student if you attended CHC in the past but did not enroll during the Spring semester. If you are a returning student, fill out the application inside the schedule. Bring it to the Admissions Office in Room 213 in the Student Services Building. Once the Admissions Office has reactivated your status as a CHC student, you can skip ahead to Step 3.

You are a NEW student if you have never attended CHC before. If you are a new student:

1. Fill out an application (inside schedule) or online at www.craftonhills.edu and (a) take it to the Admissions Office in the Student Services Administration Building (SSA, room 213) or (b) mail it to the address on the application. If you complete the application online or if you mail it you will need to call the Admissions office for residency verification.
2. Have your official high school/college/university transcripts sent to the Admissions Office at Crafton Hills College. You can request the transcripts from the records office at your high school or the college/university that you previously attended. You may want to request an additional copy for your records at the same time.

If you are a current high school student who wishes to take a class at Crafton Hills College, please see page 21 for more information.

The hours of the Admissions and Records Office are:

Monday through Thursday	8:00 am to 6:00 pm
Friday (May only)	8:00 am to 3:00 pm

The Admissions and Records Office is located in SSA, Room 213, park in Lot B or C. A decal is required and can be purchased in lot D for \$1.

For questions or additional information you can contact the Admissions and Records office at (909) 389-3372 or email at admissions@craftonhills.edu

Step 2: Participate in Assessment Process

Every new student is strongly encouraged to participate in the assessment process. This process is designed to assist students in choosing the correct classes. The assessment process is required to determine placement in English and mathematics classes at Crafton Hills College. The assessment instrument is a multiple-choice instrument covering reading comprehension, sentence skills, arithmetic and elementary algebra. No preparation is necessary for the test since it is designed to measure your current skills in each area.

No appointments are necessary to participate in assessment. Assessment is provided on a drop-in basis.

**Assessment Testing is held in the Counseling Center,
SSB-201 (2nd Floor)**

**(Park in Lot B or C. A decal is required and
can be purchased in lot D for \$1.)**

Through May 28, 2005:

Monday - Thursday	8:00 am - 5:00 pm
Friday May 6 - June 3	10:00 am - 1:00 pm
Saturday May 7	8:00 am - 10:00 am
May 14	
May 21	

June 6 - July 28, 2005:

Monday - Wednesday	8:00 am - 5:00 pm
Thursday	10:00 am - 5:00 pm

Plan on two hours to complete the assessment process. For questions you may contact the assessment center at (909) 389-3361 or email at testcenter@craftonhills.edu

NOTE: As a new student, you may obtain an assessment exemption if you fall into one of the following categories:

1. You have completed an Associate of Arts or Sciences degree or higher. (Provide Transcript)
2. You have completed 30 or more semester units of college work at another college or university. (Provide Transcript)
3. You have completed pre-requisite courses with a grade of "C" or better. If you have not completed pre-requisite courses in both mathematics and English, you must take the assessment in the area not met. (Provide Transcript)
4. You have scored 3 or higher on the Advanced Placement Test (College Board) in English and/or mathematics. (Provide Transcript)
5. You are only enrolling in courses at Crafton Hills College to maintain a certificate or license requirements.
6. You are only enrolling in 6 units or less of courses for personal enrichment (e.g., PE, Music, Art) up to a cumulative total of 12 units (once you have reached 12 units of course work you will be required to participate in the assessment process).
7. You have taken a placement exam at one of the other San Bernardino or Riverside Counties community colleges or you have taken the Accuplacer Assessment Test at another college in the last two years and you provide scores and placement recommendations from the other college. (Provide Test Scores)

The **Admissions and Records Office** is responsible for admitting and enrolling students at Crafton Hills College. The Admissions and Records office is located in the Student Services Building, Room 213, under the clock tower at the west end of campus (see campus map located on the inside back cover of the schedule of classes).

Office Hours:	Monday-Thursday	8:00 am-6:00 pm
	Friday (May only)	8:00 am-3:00 pm

If you have completed an advanced degree and have provided proof of that degree, you will be automatically waived from the assessment process. If any of the other waiver criteria apply to you, visit the Counseling Center in SSB 201, to obtain an assessment waiver. You are responsible for supplying the documentation for the waiver and for completing the waiver process at the counseling center before you will be eligible to register.

Step 3: Develop an Educational Plan

Every new student is required to develop a Student Educational Plan (SEP) with a counseling faculty member before they enroll in classes. The SEP provides you with a plan to reach your educational or career goal and specifies the courses required to reach your goal. You are asked to meet with a counseling faculty member in the Counseling Center who will provide you with guidance and information regarding your educational or career goals and who will assist you in developing a SEP. After the SEP is completed, you will be able to access it through Campus Central at www.craftonhills.edu at anytime. Financial Aid and EOPS students are required to have a current SEP on file. The counseling faculty member will also provide you with information about registering for classes by telephone or online through Web registration.

Counseling Faculty are available:

Monday - Thursday, through June 2	9:00 am to 7:00 pm
Friday, through June 3	10:00 am to 2:00 pm
Monday - Wednesday, June 6-July 28	9:00 am to 7:00 pm
Thursdays, June 6-July 28	10:00 am to 7:00 pm

The Counseling Office is located in SSB 201, use Parking Lot B or C. A decal is required and can be purchased in lot D for \$1.

Step 4: Select your classes.

Take the time to look through the list of course offerings, beginning on page 31 of this schedule. As you make your selections, think about the hours in the day you are available to take classes, and use the schedule planner on page 18 to make sure that the classes you have chosen are not held at conflicting times. Stop by the Counseling Center in the Student Services Building if you would like help selecting your classes.

Use the chart on page 11 for guidance on the right level of English, reading and math for you to begin your studies. Remember to select some alternate courses as backup in case your first-choice classes are already full by the time you register.

Step 5: Calculate your fees.

Each course listed in the schedule will tell you how many semester "units" of credit have been assigned to it. Your fees will be based on these units. Use Steps A, B, C, and D below to do a preliminary calculation of your fees:

A. If you are a resident of California, multiply the number of units you will be taking by \$26.00 and enter the total here:

(Example: If you are taking 6 units, the total will be \$156.00)

NOTE: If you are a non-California resident, multiply the total number of units by \$177.00 (\$151 + \$26).

B. Add the required Health and Accident Fee of:
Fall or Spring \$13 • Summer \$10

C. Add a \$1 Student Representation fee. This is a fee voted in by CHC students to support student state and federal lobbying efforts on behalf of the student body. For more information, contact the Student Senate Office in the College Center, 389-3410. This fee may be waived for moral, religious, political, or financial reasons.

Add the totals of items A, B, C, and D above :

A) _____ + B) _____ + C) _____ = _____.

D. If you are both a citizen of a foreign country and a resident of a foreign country, add the Capital Outlay Fee (\$5).

Your preliminary calculations will be confirmed when you call in to register by telephone.

During this call, you will also be given the option of purchasing an Associated Student Body Discount (ASB) Card for \$7.50 for the semester or \$15.00 for the year (Fall, Spring, and Summer). Showing your ASB Card to the campus Bookstore cashier will enable you to receive a 5% discount on your purchases!

Don't forget to include the expense of parking, books and supplies in your calculation of what it will cost you to take classes.

Do you need financial assistance to attend college?

You may qualify for a fee waiver (Board of Governor's Grant) if you or your parents qualify according to one of the following:

- Low income • CalWORKS/TANF recipient • SSI recipient
- Child or spouse of disabled or deceased veteran.

Fee waiver forms are available in the Financial Aid Office in the Classroom Building, Room 214. Visit the office for additional instructions and advice on how to proceed in obtaining a fee waiver. The fee waiver must be processed 24 hours prior to registering by telephone/web. **Fee waivers do not cover books.**

The Financial Aid Office has a variety of other programs that may assist low-income students in reaching their goals. See page 58 of this schedule for more detailed information.

All fees, including enrollment fees are subject to change without notice.

Step 6: Make a date!

The first few weeks of Web/Telephone registration are open to students according to a priority system. This priority system has been created to make your registration as easy as possible and to avoid overloading the telephone lines. Use the charts on pages 16 and 17 to identify your priority and the first day you will be able to use Web/Telephone registration.

You can register by Web/Telephone on your assigned priority day or any registration day thereafter. You cannot register before your assigned day. Since classes are filled on a first-come, first-served basis, we recommend that you register as soon as possible.

Step 7: Register at www.craftonhills.edu

See pages 12 to 20 for detailed instructions on how to register by Web/Telephone.

Step 8: Pay your fees.

Any fees covered by financial aid will be paid automatically at the time you register. Always check your statement. You may have a balance due. The ASB card and parking permit are optional and at your expense.

Payment is due at time of registration or you may be dropped from your class(es).

Welcome to Crafton!
Need help? We're here for you!
Student Success Program

**(Student Success Advisors
 are Rebecca Orta, Eva Bell
 & Carlos Maldonado)**

Is it your first semester at Crafton or in college? Are you confused about how to use telephone registration, or about what the abbreviations mean in the schedule? Or possibly you are considering dropping out due to financial, child care or health problems? Before you give up or drop out, give the Student Success program a call. The Student Success Program is here to help.

"It's not unusual for students to be confused or frustrated when they are trying to get oriented to a new school," said Eva Bell, CHC transfer student and one of three former students working in CHC's Student Success office. "That's why we're here – to help."

The Student Success Program was created to help students hook up with the resources and support they need to remain in school and be successful. Carlos Maldonado, Eva Bell and Rebecca Orta, the Student Services Technicians, are individuals who have successfully completed their goals at Crafton and understand the demands of being a student. Collectively, they share the experiences of the returning student, the single parent, the student fresh from high school, the transfer student and the occupational student. They are eager to help others avoid some of the pitfalls.

We encourage you to give the Student Success Program a call or stop by the office if you have any questions or encounter any problems with attending or successfully completing your course work. Visit us in the Student Services/Counseling Building (SSB-214), Monday through Wednesday, 8:00 am - 7:00 pm; and Thursday, 10:00 am - 7:00 pm. Call 389-3450, 389-3451, 389-3452 or email us at: embell@crafton.sbccd.cc.ca.us, cmaldonado@crafton.sbccd.cc.ca.us, or ortora@crafton.sbccd.cc.ca.us

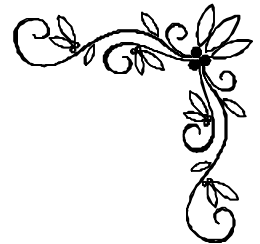


Summer Hours beginning June 6, 2005

Monday - Wednesday	8:00 am - 7:00 pm
Thursday	10:00 am - 7:00 pm



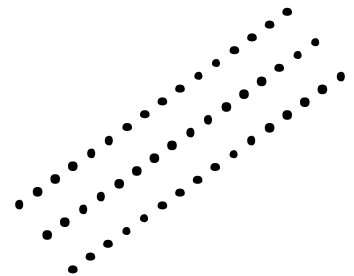
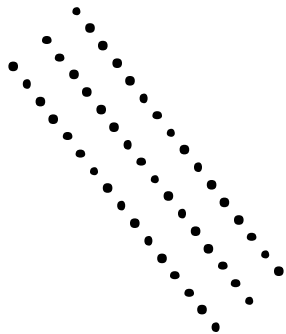
P L A N A H E A D



Prerequisite Checking Is Here!

- ✓ What is a **prerequisite**? It is a course that must be completed or a skill that must be mastered before you enroll in a course. If you have not done so, you will be blocked from registering in those classes.
 - ✓ Students who feel they have met the prerequisite by taking courses in high school, or at another institution should provide documentation, in the form of grade reports or transcripts, to the Counseling Center for verification of equivalencies.
- ✓ **Students registered in classes in which they have not met the prerequisite requirements will be administratively withdrawn (see refund policy).**

Questions: Call (909) 389-3366 or visit the Counseling Center (SSB-201)



Crafton Hills College

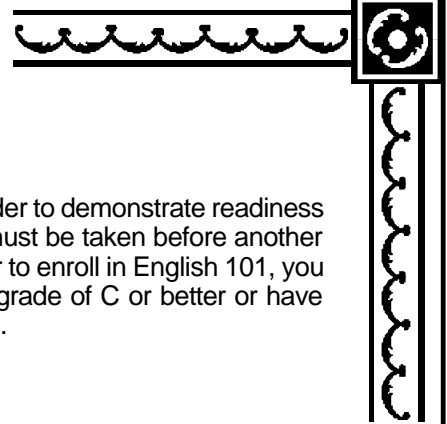
ARTS LEAGUE

A group of Crafton Hills College students established the Arts League as a means to support the arts on campus. The Arts League is the largest service club on campus. We not only promote music concerts, theatre productions, art exhibits, and individual student projects, we also raise funds for the arts at Crafton.

Benefits:

- Increased eligibility for CHC and Private Scholarships
- The latest transfer strategies and acceptance criteria to major universities
- Assistance with financial aid forms, processes, and scholarship applications
- Retail discounts on supplies and services for all artistic disciplines
- Eligibility to run for officer positions and Arts League Scholarships
- Opportunity to have fun while learning at Crafton Hills

Connect yourself to the largest creative resource on campus: Fill out an application at the Student Senate Office (next to the cafeteria) or call (909) 389-3410 for more information.



Q: What is a prerequisite?

A: A prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate readiness for enrollment in a course or educational program. This may be a course that must be taken before another course or a passing score on an accepted placement test. For example, in order to enroll in English 101, you must have completed English 015 (or its equivalent at another college) with a grade of C or better or have received a passing score on the CHC placement test (or acceptable equivalent).

Q: What is a corequisite?

A: A corequisite is a condition of enrollment consisting of a course in which must be taken at the same time as another course. For example, if you wish to take Accounting 220, you must also enroll in Accounting 221.

Q: What is a departmental recommendation?

A: A departmental recommendation is a skill or a defined area of knowledge that the department faculty feel is important, if not essential, for a student to succeed in the course for which it is recommended. For example, the departmental recommendations for Psychology 100 are English 101, Math 090, and passing a reading test at or above the 12th grade level.

Q: How do I meet a prerequisite?

A: There are several ways to meet a prerequisite. First, a student may take the prerequisite course at Crafton Hills College. Second, a student may qualify for enrollment in the course based on the college placement procedure that is given to all new students in the course (students may also provide course placements from assessments taken at other colleges. Scores alone will not be accepted.) Finally, students may meet the prerequisite by having taken the equivalent course at another college. The student must provide a copy of the transcript or grade report (an unofficial copy of the transcript is adequate but official copies submitted to the admissions office are required by the third week of semester) to a counselor who will determine whether the course is equivalent to the prerequisite course at Crafton. If the course was taken at a private or out of state college or university, the student will need to provide a copy of the catalog description. Note: Unofficial transcripts and course descriptions can often be accessed off the college or university website.

Q: If I haven't met the prerequisite, is there any possibility that I can still take the course?

A: A prerequisite challenge is a process that allows students to demonstrate that they can probably succeed in a course even though they have not completed the prerequisite. To begin this process, you need to see a counselor. The Counseling Center is located in the Student Services B building, Counseling Center, SSB 201. See page 9 for hours that counselors are available.

NOTE: Prerequisites and corequisites cannot be waived.

Q: How long does a challenge take?

A: The college is required to respond to your challenge within five (5) working days. If the college does not give you a decision within five (5) working days, you are allowed to remain in the class.

Q: What do I do if I've taken the prerequisite course at another college?

A: You need to bring an official copy of your transcript to the Counseling Office so that a counselor can verify that the course you took at another college or university meets the prerequisite. An unofficial copy of your transcript may help, but we need the official one no later than the Friday of the third week after the term starts.

Q: What if I don't like the decision of my challenge?

A: You MAY have the right to an appeal. If you think you may want to appeal, check with the Counseling Office.

*All telephone numbers are in the 909 area code
All offices closed on Fridays during the months of June and July*

ADMISSIONS OFFICE Room SSA-213, 389-3372
E-mail: Admissions@craftonhills.edu

The office maintains all student records and all forms necessary to maintain enrollment status. These forms include, but not limited to, application for admission, class changes, transcript requests, enrollment verification and a variety of other forms.

Hours: Monday - Thursday 8:00 am - 6:00 pm
Friday (through May) 8:00 am - 3:00 pm

ASSESSMENT CENTER Room SSB-202,
E-mail: testcenter@craftonhills.edu 389-3361

The CHC Assessment Center administers all assessment, basic skills and prerequisite challenge tests. Also available is the Wonderlic WBST ATB exam for Financial Aid students who are required to prove an Ability to Benefit. Check with the Assessment Center if you are interested in challenging a prerequisite to a course. The Assessment Center also provides proctor services to non-Crafton Hills College students who attend other Colleges and Universities and want to take their tests in a location other than that school. Contact the Assessment Center for additional information.

Hours: Monday - Thursday 8:00 am - 5:00 pm
Fridays during registration only 10:00 am - 1:00 pm

BOOKSTORE Room BK-101, 389-3250
Website: <http://bookstore.craftonhills.edu>

CALL FOR SPECIFIC HOURS DURING REGISTRATION AND THE FIRST TWO WEEKS OF THE SEMESTER. PRINTOUT IS REQUIRED TOPURCHASE BOOKS.

The regular hours:

Hours: Monday - Tuesday 7:45 am - 6:00 pm
Wednesday - Thursday 7:45 am - 3:00 pm

CAFETERIA College Center, 389-3376

CHC's unique cafe features **homemade** soups, KILLER chili, banana bread, fresh baked cookies, and corn bread. Fresh salads and fruit are available. The cafe offers a variety of hot and cold sandwiches and, of course, all types of burgers and fries. There are also breakfast and lunch specials starting at just \$2.60.

Hours: Monday - Thursday 7:30 am - 4:00 pm

CalWORKs Room SSA-307, 389-3239
E-Mail: rchavira@craftonhills.edu

The CalWORKs Program is designed to provide support and encouragement to TANF/CalWORKs recipients in order to help them reach their educational and career goals. Services include job placement, child care assistance, counseling, liaison representation with the county.

Hours: Monday - Thursday 8:00 am - 6:30 pm

CAMPUS BUSINESS OFFICE Room LADM-300B,
389-3221

The CBO is available to collect credit exam fees; chemistry fees, loan defaults; grant overpayments; and settle obligations for returned checks. The CBO also sells passes to the golf course.

Hours: Monday - Thursday 8:00 am - 6:30 pm

CAREER CENTER Room SSB - 202,
E-mail: careercenter@craftonhills.edu 389-3361

The CHC Career Center provides free career assessments, online career programs and a listing of jobs available off campus. The Career Center also provides free unlimited access to various programs for career search information, occupations, and labor market trends. During the semester and at our annual Career Fair, various employer representatives will be available in the Career Center to accept applications, provide information and for recruitment of students for available positions. Various employers list job openings with the Career Center and these positions are posted on an Internet site for access from any computer. The Career Center staff is available to help with resume writing and posting the resume on various websites.

Hours: Monday - Thursday 8:00 am - 7:00 pm
Friday (through May) 10:00 am - 3:00 pm

**COOPERATIVE AGENCIES RESOURCES FOR EDUC.
(CARE) OFFICE** Room SSA-307, 389-3239

E-Mail: rchavira@craftonhills.edu

The CARE Program is an affiliate of the EOPS Program. The CARE Program is designed to provide educational support services to meet the needs of the single parent who is 18 years of age or older, head of household, with at least one child under the age of 13 years old, and is a recipient of TANF/CalWORKs. Services include financial assistance with child care, workshops, on and off campus referrals.

Hours: Monday - Thursday 8:00 am - 6:30 pm

COMMUNICATIONS Room LADM-221,
794-2161

Students can visit the Communications Office to purchase parking permits (annual or semester) and pay for parking citations. Any lost and found items can be turned in or claimed here. Students unsure of a campus office or department phone number can reach the college telephone operator by calling this office.

Hours: Monday - Thursday 8:00 am - 10:00 pm

COUNSELING/TRANSFER CENTER .. Room LADM-221,
E-mail: counselingcenter@craftonhills.edu 389-3366
or transfercenter@craftonhills.edu

The Counseling and Transfer Center provides students with the information necessary to plan personal and educational goals. Counselors are available to assist individuals in identifying goals and developing a long term educational plan to reach the goal. A Veterans' Counselor is available on an appointment basis. Information and guidance are available to assist with developing plans to meet career/vocational goals as well as transfer goals. The Transfer Center schedules representatives from University programs to assist students with transfer questions and to review transcripts. Counselors see students on a walk-in basis during peak dates and on a walk-in or appointment basis during off-peak dates. Please call for more information.

Hours are as follows starting June 6 - July 28, 2005

Hours: Monday - Thursday 8:00 am - 7:00 pm
Friday (through May) 10:00 am - 3:00 pm

Counseling Hours:

Monday-Wednesday 9:00 am - 7:00 pm
Thursday 10:00 am - 7:00 pm

Hours are subject to change - call to verify hours

All telephone numbers are in the 909 area code
All offices closed on Fridays during the months of June and July

DISABLED STUDENT PROGRAMS & SERVICES

E-mail: mliceri@craftonhills.edu Room SSB-110, 389-3325 TTY 794-4105

Disabled Student Services is composed of both programs and services. The learning disabled student may seek assistance in the Diagnostic Learning Center. Services available to disabled students include notetakers, readers, textbooks on tape, tram service, electric wheelchairs and handicapped parking.

Hours: Monday - Thursday 7:00 am - 5:30 pm

DISTRIBUTED EDUCATION, 441 W. 8th Street, San Bernardino 384-4325

E-mail: distributed@sbccd.cc.ca.us

The office of Distributed Education coordinates the televised and computer delivered courses available to SBCCD students at Crafton Hills College in Yucaipa, and San Bernardino Valley College. Television courses are broadcasted on KVCR-TV and generally have five meetings on campus. KVCR is also available on cable systems and DirecTV and Dish TV, possibly on a different channel as selected by the independent provider. Online courses require access to a computer system connected to the Internet, and may have up to five meetings on campus. Fees and academic credits are the same as equivalent on-campus courses.

The Internet site is http://learnonline.sbccd.cc.ca.us/disted.

Hours: Monday - Thursday 8:30 am -4:30 pm

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS) OFFICE Room SSA-307

E-Mail: rchavira@craftonhills.edu 389-3239

The EOPS Program is a state funded effort that provides special services to full time community college students. The program's aim is to serve and encourage students from various backgrounds to continue their education at the community college level. Eligible students are provided with the necessary academic and personal support services to enable them to succeed at Crafton Hills College.

Hours: Monday - Thursday 8:00 am - 6:30 pm

FINANCIAL AID OFFICE Room CL-214, 389-3223

You may be eligible for financial assistance to help meet your educational expenses. There are many Federal and State aid programs available. Each has different qualifications and each is designed to meet special needs. Application forms are kept as simple as possible.

Hours: Monday - Thursday 9:00 am - 5:30 pm

HEALTH AND WELLNESS CENTER Room SSB-101, 389-3272

Registered Nurse/Public Health Nurse is available to provide urgent care, first aid and primary care services for illness or injury. Some other services include: health evaluation and counseling, health advocacy and promotion, physical exams, medications, laboratory testing, blood pressure screening, immunizations, TB skin testing, pregnancy testing, birth control, emergency contraception, cervical and breast cancer screening, STD testing and treatment, body fat testing, nutrition and weight management, stress evaluation and counseling, crisis counseling, personal counseling by a licensed Marriage Family Therapist, substance abuse evaluation and counseling, vision and hearing tests, referrals to low-cost community health services and more.

Hours: Monday - Thursday 8:00 am - 12:00 pm and 1:00 pm - 5:00 pm

INTERNATIONAL STUDENTS Room SSB-201 389-3366

Crafton Hills College is approved by the Immigration and Naturalization Service to admit non-immigrant F-1 Visa International students. The number of such students permitted to enroll may be limited at the discretion of the President of the College.

In order to be considered for admission, all applicable materials must be submitted by the following deadlines:

- May 1 for Fall Semester
November 1 for Spring Semester
March 15 for Summer Session

To obtain the required materials and procedures, contact the Admissions and Records Office in SSA-213 or call 389-3372.

Call for International Counselor hours.

THE LEARNING CENTER Library, 3rd floor 389-3312

This facility houses both a Writing Center and a Math Center as well as a small Language Lab. Instruction and tutorial help in a variety of subjects is available to students. The LC accommodates the viewing of current telecourses and offers videotape programs on many topics. Students may take advantage of lab offerings such as note taking and test preparation. Come and investigate your resources.

Hours: Monday - Thursday 7:30 am - 9:30 pm

LIBRARY 389-3321

For reference help dial 389-3322 or 389-3323

The Library has 22 Internet computers for student and community use. We have a collection of over 68,000 volumes, periodicals, video and audio tapes, as well as a periodical system with full-text capacity available online at home and at the college for our students. Reference librarians are available to assist in locating your information.

Hours: Monday-Thursday 7:30 am - 9:30 pm

STUDENT SENATE OFFICE SCC-107

E-mail: mcole@craftonhills.edu 389-3410

The Student Senate Office provides support for the Student Senate and student clubs and organizations; sells Omnitrans bus passes and discount tickets to some area theme parks; and issues ID and ASB cards. Our office is also a great place for information and/or directions. If you have questions, if you're lost, please stop by and let us help you.

Hours: Closed May 17 - June 15

June 16 - July 21

Monday -Thursday 8:00 am - 5:00 pm

VETERANS SVCS Room SSA-213, 389-3370,

This office provides veterans with assistance regarding VA educational benefits. You must immediately report any adds or drops in your program which change your unit load entitlement.

Hours: Monday - Thursday 8:00 am - 4:00 pm

Friday (May only) 8:00 am - 3:00 pm

WORKFORCE DEVELOPMENT Room LADM-300A 389-3208

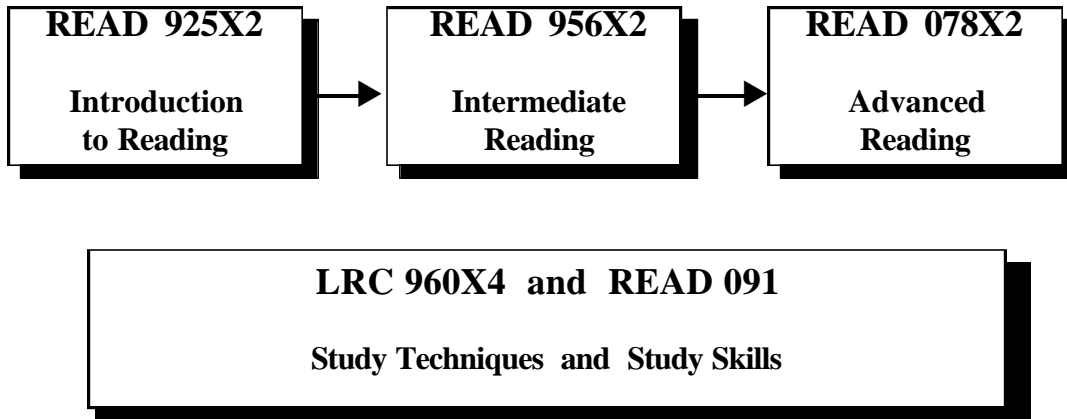
E-mail: cpister@craftonhills.edu

This office provides fee-based, not-for-credit classes to help individuals develop skills in preparation for employment or to improve and upgrade job skills.

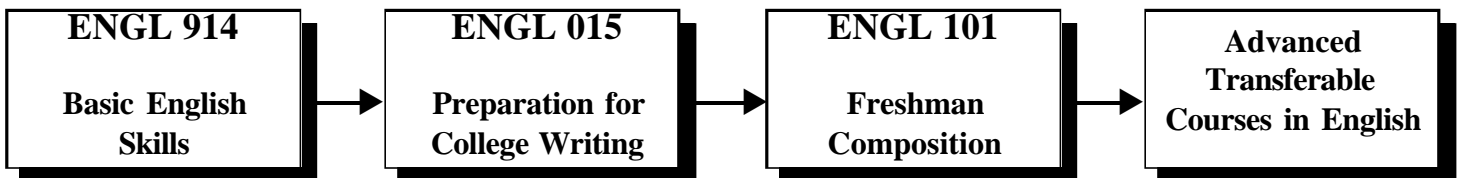
Hours: Monday - Thursday 8:00 am - 5:30 pm

Improving your reading, writing, and math skills is an important step in meeting your educational goals. There are several possible starting points for you to enter at the right level. Starting at the right class will let you move from class to class successfully and get to the point you need in the shortest amount of time. **Your Counselor will help you decide** on the best class by using your placement test results, high school and/or college grades, learning skills, motivation, and other factors. **A Counselor can show you the skills needed for each class.**

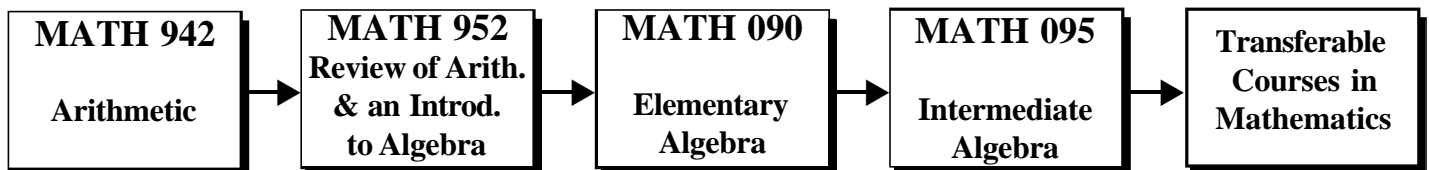
Reading:



English:



Math:



Visit The Learning Center

3rd floor of the Library

7:30 am to 9:30 pm • Monday - Thursday

Register for classes through the Web or Telephone
Log on to: www.craftonhills.edu (Web instructions on page 15) or call (909) 884-1441

Priority Web/Telephone Registration Services

Monday - Saturday
7:00 am - 12 Midnight

Sunday
6:00 am - 7:00 pm

Priority Web/Telephone Registration May 4 - 17, 2005

For priority Web/Telephone registration you need to find your registration category, see page 16.
For instructions on registering Online using a computer, see page 15.
For instructions on registering by using a touch tone telephone, see page 19. If you have any questions, contact the help line open from 8:00 a.m. - 6:00 p.m., Monday -Thursday
Dial (909) 389-3372

Open Web/Telephone

Open Web/Telephone Registration May 18 - June 14, 2005

This is an open Web/Telephone registration period. You need to have paid your registration fees before using the Web/Telephone again to make any program changes. All fees incurred from this point on must be paid at time of registration. Same day changes are okay.

Web

Monday - Saturday
7:00 am to 12 Midnight

Sunday
6:00 am to 7:00 pm

Telephone

Monday - Saturday
7:00 am to 12 Midnight

Sunday
6:00 am to 7:00 pm

Beginning April 18, 2005

**Find your priority
registration date by**

logging on to:

www.craftonhills.edu

or call (909) 884-1441

**Payment due at time
of registration or you may be
dropped from your classes.**

With Web/Telephone, You CAN:

REGISTER for classes

DROP classes

ADD a class after it has started by using the Web
once you obtain an Authorization Code

CHANGE a section by dropping one class and adding another class

SEARCH for an open class section

SEARCH for classes that don't conflict

VERIFY classes in which you are registered

ACCESS your total fee amount

ACCESS your registration statement (class schedule)

CHOOSE your method of payment

RECEIVE payment confirmation via your email

You CAN'T:

REGISTER for classes if you haven't been admitted

REGISTER for a class with special admissions requirements

REGISTER for any classes if you have a "HOLD" on your records (probation, financial, etc.)

REGISTER for two classes that overlap in time. Please check the schedule of class times carefully when planning your program.

REGISTER in more than 7 units

ADD classes during the first 2 weeks of the semester using the telephone

All of the above must be done in person

For Web Registration Instructions, see page 15 or log on to: www.craftonhills.edu

Web/Telephone Registration

Please read these instructions before completing the worksheet.

Before you call (909) 884-1441, be prepared!

- Step 1** Read all registration instructions.
- Step 2** Complete the application enclosed in the class schedule if you are a returning or new Crafton Hills College student. Applications must be submitted at least three working days before using Web/Telephone registration.
- Step 3** Clear all outstanding debts (if applicable).
- Step 4** If you are eligible, obtain a fee waiver (BOG) from Financial Aid, or fee deferment from the appropriate office at least two business days before accessing Web/Telephone registration.
- Step 5** For students using telephone registration, complete the worksheet on page 19. You may use the schedule planner on page 18 to design your schedule. Select alternative courses, since some of your first choice classes may be closed.
- Step 6** Determine your Web/Telephone priority code by referring to the list of categories on page 16. If you are unsure of your status, please log on to www.craftonhills.edu or call (909)884-1441 for the answer. **Upon approval by the Admissions & Records Director, students currently enrolled in high school may register for approved class(es) during the open Web/Telephone registration period. Please refer to the priority registration page in the schedule of classes. The High School Application deadline is May 19, 2005.**
- Step 7** You are now ready to access the Web (www.craftonhills.edu) or to call (909) 884-1441. Read/listen carefully to the instructions. The Web pages or telephone voice will guide you through each step of the registration process. You have not completed the registration process until you see the word "Congratulations" on the Web or until the telephone voice says "Goodbye."
- Step 8** **Payment is due at time of registration.** Your student I.D. number **must** be on your check. You may make your payment in person at the walk-up window located at the Admissions & Records Office. If you pay by credit card and your charge is declined, your registration will be canceled.

PAYMENT PROCEDURE:

- **Payment due at time of registration.**

Option One:

Use your **credit card** (Visa or MasterCard) to pay fees when using the web or telephone registration systems.

Option Two:

You may also pay your fees **in person** at the Admissions & Records Office Walk-Up window (SSA-212). The office hours are Monday through Thursday, 8:00 am to 6:00 pm and Friday, 8:00 am to 3:00 pm (through May). Closed on Fridays during June and July.

If you have any problems with the Web/Telephone system, call the HELP! line at (909) 389-3372 or E-mail: admissions@craftonhills.edu

**Monday - Thursday 8:00 am to 6:00 pm
Friday 8:00 am to 3:00 pm
Closed on Fridays in June and July**

Web/Telephone Registration for DSP&S, EOPS/CARE, and CalWORKs

Eligible students may register using Web/Telephone **May 4 - 5**. Please contact the Disabled Students Services Office at (909)389-3325 or the EOPS/CARE/CalWORKs Office at (909)389-3241 to determine your registration day and time. DSS and EOPS/CARE/CalWORKs students who miss registering on **May 4 - 5** must wait to register during their regular registration which starts **May 9**. Please consult the grid on page 16 to determine your priority group.



Register for classes through Web or TelephoneLog on to: www.craftonhills.edu (Web instructions on page 15)**1.****IF YOU ARE:****CONTINUING:**

You are enrolled in classes at CHC for the Spring 2005 term.

RETURNING:**You have attended CHC in the past, but are not enrolled currently. You MUST submit an Application for Admission for the semester in which you are planning to register.****NEW:**You have never attended CHC before. Web/Telephone is available to new students **who have satisfied matriculation requirements.****USE YOUR TELEPHONE TO REGISTER FOR CLASSES**

You will need to know how many units you have completed at CHC.

2.You must use a touch-tone telephone in order to access the registration system. Rotary and pulse style phones will not work.

Before you call the Telephone registration line, PLEASE READ the instruction sheet, COMPLETE the detailed WORKSHEET, and COMPILER a list of alternate courses.

Payment is due at time of registration or you may be dropped from your class(es).**3.****PAYMENT OPTIONS:**

Make check payable to Crafton Hills College

Print your Student I.D. number on your check or money order in the lower left corner

Payments by cash or check must be made in person at the Admissions & Records Office by the close of its business day.

Credit Card:

VISA or MasterCard only.

FINANCIAL AID:

First-time students should apply for financial aid more than six weeks prior to the beginning of registration. The fees covered by your financial aid will be paid automatically at the time you register. The ASB card and a parking permit are optional and at your expense. Always check your statement. You may still have a balance due. All fees are due immediately or you may be dropped from all your classes.

3RD PARTY

Students whose fees are being paid by a third-party agency or institution must present agency authorization to the Admissions & Records Office prior to registration.

If you are not sure how much you owe, log on to www.craftonhills.edu or call (909) 884-1441.**IMPORTANT NOTICE***The Walk-Up windows in the Admissions & Records Office are open daily Monday - Thursday from 8:00 am to 6:00 pm, and on Fridays from 8:00 am - 3:00 pm (through May 28). Closed on Fridays during June and July.****The Web/Telephone system will not be available for registration transactions June 15 - 19, 2005.******Payment is due at time of registration
or you may be dropped from your class(es).***

Web Registration for CHC To Add and/or Drop Classes



1. Login to www.craftonhills.edu
2. Click on Apply/Register from the top menu.
3. Click on "Register / Add / Drop Classes" link.
4. Click on "Register / Add/ Drop/ Pay for Classes". Click on either Add Online, Drop Online or Payment Online
5. Login to Campus Central. (Login=Social Security Number; Pin=Date of Birth)
6. Click on the term you wish to register for.
7. Sign-up for a student e-mail account.
 - a. Click on the "Student E-mail Sign-Up" link. A new browser window will open.
 - b. Enter requested information.
 - c. Click the "Submit" button.
8. Click on "Add a New Section" to register for your classes.
 - a. Use the four-digit reference number found in the schedule of classes or click on the "Browse the Schedule of Classes" link.
 - b. Confirm your selection.
 - c. Repeat for all desired classes.
9. Click on "Drop a Section" if you wish to cancel registration for a class.
 - a. Click on the four-digit reference number of the class you want to drop.
 - b. Confirm your selection.
 - c. Repeat for all desired classes.
10. If desired, click on "Purchase an ASB Card". Once this purchase is made, the sale cannot be canceled online. Please note that an annual ASB Card may not be purchased online at this time. If you want to purchase an annual ASB Card, you must go to the Registration Office. *Annual ASB Cards are only available during the Fall semester.*
11. If desired, click "Pay now with your credit card". Visa and Master Card are accepted.
 - a. Enter your card number and expiration date and click "Continue".
 - b. Confirm that the information you entered is correct, then click "Pay".
 - c. If your payment is successful your account balance will be adjusted accordingly.
 - d. Click "Return to Registration".
12. Once all transactions are complete, exit Web Registration by clicking on the "finished" link. Your registration statement will be created.
 - a. Click "Registration Statement" to view your statement. A new window will open.
 - b. If desired, you may print your statement.
 - c. Close this window.
13. Logout of Campus Central by clicking on the "logout" link.

Note: Once you have registered, payments by cash, check or money order must be made in person at the Admissions & Records Office by the close of its business day.

CONGRATULATIONS! You have just completed CHC'S On-Line Registration Process

If you have difficulty logging in or have forgotten your password call (909) 389-3372 (H.E.L.P.) or e-mail by clicking on the "Help" link at the login prompt. The Authorization Code must be used **IMMEDIATELY** to guarantee official enrollment.

Payment is due at time of registration. Your student I.D. number must be on your check. You may make your payment in person at the walk-up window located at the Admissions & Records Office. If you pay by credit card and your charge is declined, your registration will be canceled.

Log on to: www.craftonhills.edu or DIAL (909) 884-1441
TO CONFIRM YOUR PRIORITY LEVEL ANY TIME ON OR AFTER APRIL 18, 2005
PRIORITY REGISTRATION BEGINS ON MAY 4, 2005

Registration is open to students according to a priority system. This priority system has been created to make your registration as easy as possible and to avoid overloading the telephone lines.

You can register by Web/Telephone either during one of the priority registration times (see priorities A through F below) or during the open registration period from May 18 - June 14, 2005.

Since classes are filled on a first-come, first-serve basis, we recommend that you register as soon as possible before your first-choice classes are closed.

CATEGORIES OF PRIORITY REGISTRATION

To determine your registration date and time, you need to know:

- Your priority level (A, B, C, D, E, or F) based on your status as a student.
- Only units completed or currently enrolled at CHC will be used to calculate priority registration.

Once you have determined your priority level, you may register on the days assigned to that priority or ANY REGISTRATION DAY THEREAFTER.

Priority A

- Students enrolled at CHC during the Spring 2005 term who have completed 40 to 109 units at CHC. Be sure to include any units in which you are currently enrolled at CHC only when calculating priority.

Priority A students register Monday, May 9

EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY E

Priority B

- Students enrolled at CHC during the Spring 2005 term who have completed 30 to 39.9 units at CHC. Be sure to include any units in which you are currently enrolled at CHC only when calculating priority.

Priority B students register Tuesday, May 10

EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY E

Priority C

- Students enrolled at CHC during the Spring 2005 term who have completed 15 to 29.9 units at CHC. Be sure to include any units in which you are currently enrolled at CHC only when calculating priority.

Priority C students register Wednesday, May 11

EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY E

Priority D

- Students enrolled at CHC during the Spring 2005 term who have completed 0 to 14.9 units at CHC. Be sure to include any units in which you are currently enrolled at CHC only when calculating priority.

Priority D students register Thursday, May 12

EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY E

Priority E

- Students who attended CHC previously but not in the Spring 2005 term AND have re-applied for admission for Summer 2005.

or Continuing or Returning Students who have previously earned a Bachelors Degree or higher.

or Continuing students with 110 units or more.

Priority E students register Monday, May 16

Priority F

- You are a new student who has completed the matriculation process (CHC application, residency statement, assessment, and educational plan with counselor) or you are a new student who has met pre-enrollment assessment waiver criteria as outlined on page 4.

Priority F students register Tuesday, May 17

NOTE: You may register on your priority registration day OR ANY REGISTRATION DAY THEREAFTER

For Web Registration Instructions, log on to: www.craftonhills.edu

Web/Telephone Registration 7 am - 12 Midnight				
Monday May 9	Tuesday May 10	Wednesday May 11	Thursday May 12	Monday May 16
Priority A	Priority B	Priority C	Priority D	Priority E

*The walk-up windows, located in the Admissions & Records Office is open 8:00 am - 6:00 pm, Monday -Thursday.
8:00 am - 3:00 pm, Friday (May only)
Closed on Fridays during June and July.*

Web/Telephone Registration 7 am - 12 Midnight				
Tuesday May 17	Wednesday May 18	Thursday May 19	Friday May 20	Saturday May 21
Priority F				

Open Web/Telephone Registration

May 18 - June 14, 2005

Web Registration (www.craftonhills.edu)

Telephone Registration (909) 884-1441

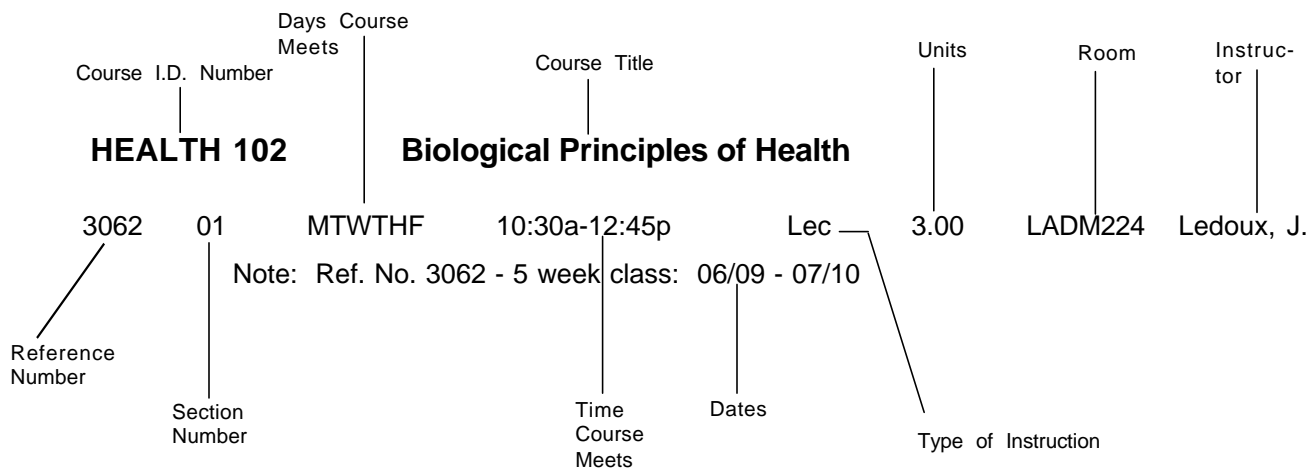
**Monday - Saturday
Sunday**

**7:00 am - 12 Midnight
6:00 am - 7:00 pm**

**All registration fees are due at time of registration
or you may be dropped from your class(es).**

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
(Example) 9:00 am	CIS 101		CIS 101		CIS 101	
7:00 am						
8:00 am						
9:00 am						
10:00 am						
11:00 am						
12:00 Noon						
1:00 pm						
2:00 pm						
3:00 pm						
4:00 pm						
5:00 pm						
Evening						

HOW TO READ THE SCHEDULE OF CLASSES



ELIGIBILITY

Admission to Crafton Hills College is open to you if you meet any one of the following requirements:

1. Are eighteen years of age or older and can benefit from instruction offered by the College.
2. Are a high school graduate.
3. Have a G.E.D. (General Education Development) Certificate.
4. Have a California High School Proficiency Certificate.

WHO MAY ATTEND

Any person who is 18 years of age or older and who can benefit from the instruction offered may attend Crafton Hills College.

Persons who have NOT been legal residents of California for at least one year prior to the beginning of the term may attend as non-resident students. Non-resident students are subject to out-of-state tuition at the time of registration.

HIGH SCHOOL STUDENT SPECIAL ATTENDANCE POLICY AND PROCEDURES

Crafton Hills College may admit high school students who are capable of profiting from college courses.

To be eligible:

1. The student must take advanced scholastic or vocational course(s).
2. The student must have a Grade Point Average (GPA) of 3.0 or higher (2.0 GPA and a letter of recommendation from the high school counselor for vocational articulated programs).
3. **The deadline for submission of the "Special Attendance" form and official high school transcript is May 19, 2005.**

To Petition for Special Attendance, students must submit:

1. A completed Crafton Hills College application for each term requested.
2. A completed Special Student Attendance form (available from high school counseling office or the Admissions & Records Office), signed by the student applying, a high school counselor, and parent/guardian of the student for each term requested.
3. Official High School transcripts (delivered in a sealed envelope).

High school students approved for Special Attendance may register in advanced scholastic courses only. Upon approval by the Petitions Committee, students currently enrolled in high school may register for the approved classes beginning open registration. Please refer to the priority registration page in the schedule of classes. Courses taken cannot duplicate courses currently available in the high schools.

CHC application with required documents must be submitted to the Admissions Office on or before May 19, 2005.

Requested college course loads will be reviewed and approved on an individual basis by the Admissions and Records Director.

ADMISSIONS PROCEDURE (APPLICATION)

Every student must file an official application for admission. Returning students, out of school for one or more semesters, **must** complete a new application for admission. Application (located in the center of this schedule) may be submitted by:

- A. Mail (Address on back cover)
- B. In person • Office Hours:

8:00 am to 6:00 pm	Monday through Thursday
8:00 am to 3:00 pm	Friday (May only)

Acceptance for admission is automatic if the applicant meets all admission requirements and completes all required forms. Transcripts of academic records from other institutions attended are not required at the time of application for admission to Crafton Hills College, but is beneficial to have them.

RESIDENCY

Residency determinations are made at the Admissions & Records Office based on the application and other required documents. Residency classification will not be made by telephone. Contact the Admissions & Records Office at (909) 389-3372 for further details.



**All fees, including enrollment fees,
are subject to change without notice.**

LANGUAGE REQUIREMENT

Limited English language skills will not prevent your admission and participation in the educational programs at Crafton Hills College. However, in many courses the student will need the ability to understand spoken and written English and the ability to speak and write English. Any student with limited English language skills who attempts to register will be referred to the Counseling in room SSB-201. It is recommended that students with limited English language skills enroll in the courses designed to build those skills (see READ 925X2 and LRC 960x4) in order to acquire the language proficiency necessary for successful achievement or personal safety in other courses.

La falta de un dominio completo del idioma inglés no prohíberá su admisión a ni su participación en los programas educativos de Crafton Hills College. Sin embargo, en muchas clases, el estudiante necesitará entender el inglés hablado y escrito y la habilidad de hablar y escribir en inglés. Cualquier estudiante, con habilidades limitadas en inglés, que trate de matricularse será dirigido al Centro de Asesores/Carreras en la oficina SSB-201. Se recomienda que los estudiantes con un dominio limitado en inglés se inscriban en clases que se enfocan en desarrollar ese dominio (vea Reading 925X2 y LRC 960x4 para conseguir el dominio del idioma (inglés) que es necesario para tener éxito o para asegurar la seguridad personal en otras clases.

SHORT-TERM CLASSES

Students must be registered prior to the day of the first class meeting. Consult the Schedule of Classes for details on where classes are held and when they begin.

For a detailed listing of deadline dates for late start/short term classes, go to www.craftonhills.edu and click on Classes/Programs.

STUDENT MATRICULATION

New, non-exempt students enrolling in California community colleges must participate in a matriculation process. Matriculation is a process which brings together a college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational objective. The agreement includes an admission process, college orientation, pre-enrollment assessment, advisement and counseling for course selection, a suitable program of studies, and follow-up on student progress. The student agrees to express at least a broad educational objective at entrance. He or she also agrees to declare a specific educational objective within a reasonable period of enrollment, attend class and complete coursework diligently, and maintain progress toward an educational goal.

The purpose of Matriculation is to ensure access to appropriate programs and courses offered by community colleges to all students who can benefit, and to facilitate successful completion of student educational objectives in accordance with applicable standards of educational quality as determined by the Board of Governors and local trustees.

APPEALS

The college provides an appeals process for review of the following matriculation concerns:

1. Review of placement decisions.
2. Waiver & challenge of prerequisites.
3. Complaint of unlawful discrimination: If a student feels that assessment, orientation, counseling, prerequisites, or any other matriculation procedure is being applied in a discriminatory manner, he or she should consult with the Vice-President of Student Services or designee (SSA-306).

NEW STUDENTS

(If you have never taken a course at CHC)

Before you register you must:

1. Fill out an application (inside schedule) or online www.craftonhills.edu. (a) take it to the Admissions Office in the Student Services Administration Building (SSA), room 213, or (b) mail it to the address on the application.
2. Have your official high school/college/university transcripts sent to the Admissions Office at Crafton Hills College. You can request the transcripts from the records office at your high school or the college/university that you previously attended. You may want to request an additional copy for your records at the same time.
3. Participate in the assessment process to determine placement levels in English, Mathematics and Reading. The assessment schedule is on page 4 of this schedule. You must apply before you can go through the assessment process.
4. Develop a Student Educational Plan (SEP) with a counseling faculty member in the Counseling Center.

ASSESSMENT

All new students entering Crafton Hills College who intend to complete a program of study at the college must be assessed for placement in English, mathematics and reading prior to enrollment. Exceptions will be made for those who have:

1. You have completed an Associate of Arts or Sciences degree or higher. (Provide Transcript)
2. You have completed 30 or more semester units of college work at another college or university. (Provide Transcript)
3. You have completed pre-requisite courses with a grade of "C" or better. If you have not completed pre-requisite courses in both mathematics and English, you must take the assessment in the area not met. (Provide Transcript)
4. You have scored 3 or higher on the Advanced Placement Test (College Board) in English and/or mathematics. (Provide Transcript)
5. You are only enrolling in courses at Crafton Hills College to maintain a certificate or license requirements.
6. You are only enrolling in 6 units or less of courses for personal enrichment (e.g., PE, Music, Art) up to a cumulative total of 12 units (once you have reached 12 units of course work you will be required to participate in the assessment process).
7. You have taken a placement exam at one of the other San Bernardino or Riverside Counties community colleges or you have taken the Accuplacer Assessment Test at another college in the last two years and you provide scores and placement recommendations from the other college. (Provide Test Scores)

PROGRAM ADVISEMENT

Counselors and faculty advisors are available in the Counseling Office during registration to assist students with planning their semester program of classes. Students are not required to stop at the Counseling Office if:

1. They are not on cumulative semester academic or progress probation.
2. They are a continuing student and they have a counselor-approved Student Education Plan (SEP) for the coming semester.
3. They already have a college degree.

PREREQUISITES

Students planning to take a course that has a prerequisite, must have completed the prerequisite or will be blocked from registering in the class.

If a student feels they have met the prerequisite bring evidence (transcripts or placement scores from another college) to the counseling office to determine appropriate placement.

CANCELLING CLASSES

The college reserves the right to cancel any class that does not meet minimum size requirements established by the District. Students will automatically be mailed a refund of the enrollment fees for any class cancelled by the college.

CHILDREN ON CAMPUS AND IN THE CLASSROOM

Please be advised that children are not to be brought into the classroom or left unattended on the campus.

Crafton Hills College staff are well aware of the fact that in most cases children are brought to class or on the campus due to hardship situations. However, since children are not duly enrolled students, they are not covered by student insurance and, thus, incur the possibility of a tremendous liability to the campus and to the district. Children left unattended on the campus are exposed to a multitude of dangers due to the construction of the campus (stairs, ledges, etc.) and the terrain. In addition, they are often a distraction to faculty and others and, therefore, disrupt the educational process.

You are asked to please make arrangements for the care of your children. If assistance is needed in this regard, the Counseling Center is able to provide referral information.

PARKING PERMITS



**Are Required For
ALL LOTS AND STREETS
at Crafton Hills College**

Vehicles without displayed parking permits are ticketed between 8 am and 10 pm, Monday through Thursday, and between 8 am and 4:30 pm, Friday. Illegally parked vehicles (red zone, handicapped parking, staff parking) are ticketed at all times. Purchase permits in the Communications Office (LADM 221). Daily parking permits are dispensed by vending machines in Parking Lot D.

Annual Parking (available Fall term)	\$35
Single Semester (Fall or Spring)	\$20
Single Semester (Summer)	\$15

FEE SCHEDULE

(ALL FEES ARE SUBJECT TO CHANGE)

ENROLLMENT COSTS

Enrollment Fee	\$26.00 per unit
Non-Resident, Tuition*	\$177.00 per unit

*Includes enrollment fees.

FEES

MANDATORY

Health Fee	Fall/Spring \$11.50; Summer \$8.50
Accident Insurance Fee ...	Fall/Spring \$1.50; Summer \$1.50

OTHERS

* Capital Outlay Fee(per semester) \$5.00 per semester
(Citizen of a foreign country who is also a resident of a foreign country)

Student Representation Fee \$1.00
This fee may be waived for moral, religious, political, or financial reasons.

Schedule of Classes Free on campus
\$1.00 if mailed (\$7.00 if mailed out of U.S.)

Transcripts: 1) First two (2) are free
2) Requests by mail...\$3.00
3) Requests in person \$3.00; For same day request \$5.00
4) All requests online \$4.75 (\$3 plus \$1.75 service charge)

Catalog \$4.00 if purchased on campus
\$6.00 if mailed (\$16.00 if mailed outside of U.S.)

Credit by Examination \$20.00 plus class unit fee
Enrollment Verification \$3.00 each
Refund Processing Charge \$10.00 for each refund transaction, not to exceed \$10.00 per semester, per student

BOOKS

Be sure to include the expense of books, parking and supplies in your calculation of what it will cost you to take classes.

REFUNDS OF FEES AUTOMATIC REFUND POLICY

If a class is cancelled . . . You will automatically be mailed a refund of the enrollment fees for any class cancelled by the College. If this class is your only class for the term, you will receive a refund of all fees except the parking fee and ASB Fee. To receive a refund of the parking fee, you must complete a "Request for Refund" form and attach the parking decal to the form. Turn in this form and the decal to the Communications office, located in LADM-221. To receive a refund of the ASB, complete a "Request for Refund", attach the ASB sticker to the form. Turn in this form and the sticker to the Student Services office, located in SSA-306.

If you drop a class BEFORE the first day of the term, you will automatically be mailed a refund of enrollment fees. If you wish to receive a refund of the parking fee, you must request a refund in the Communications Office, LADM-221 and attach the parking decal to the refund request form. There is a \$10 refund-processing fee. Refunds of less than \$15 will not be processed.

If you drop a class AFTER the first day of the term and within the first 10% of the term, you will automatically be mailed a refund of enrollment fees. There is a \$10 refund-processing fee. Refunds of less than \$15 will not be processed.

If you **WITHDRAW from the COLLEGE...** You are eligible for a refund of enrollment fees if you withdraw **during the first 10% of the term.** To be eligible for a refund of the other fees, you must withdraw **PRIOR** to the **FIRST day of the term.** There will be a **\$10 processing fee.** Refunds of less than **\$15 will not be processed.**

- You are **NOT** eligible for a refund if you drop a class **AFTER** the first 10% of the term.
- If you are dropped by the **INSTRUCTOR** you are **NOT** entitled to a refund.

ALLOW 6-8 WEEKS FOR ALL REFUND CHECKS.

If you wish to apply the refund credit toward registration in another class, you must process the drop and add at the same time.

ALL OTHER FEES ARE NON-REFUNDABLE AS OF THE FIRST DAY OF CLASS.

HEALTH FEE, STUDENT CENTER FEE / PARKING FEE

To receive a refund of your Health Fee, Parking Fee, Student Center Fee, Student Representation Fee, you must:

1. Drop ALL classes **BEFORE** the beginning of the term.
2. Turn in your refund request, along with your parking decal to the Student Services Office within the first 30 days of instruction. You must **REQUEST** the refund; it is not automatic. A \$10.00 Refund Processing fee will be deducted from the amount owed to you. Refunds of less than \$15 will not be processed.

PARKING PERMITS

Parking permits are required for **ALL LOTS** and **STREETS** at Crafton Hills College. Permits are available in the Communications Center. Daily parking permits are dispensed by vending machines in Parking Lot D. Changes to permits or payments for citations may be made in the Communications Center, LADM221, between 8:30 am and 4 pm. Limited services are available between 4 pm and 9 pm, Monday through Thursday in LADM 221.

Parking Permits.....Annual (Fall through Summer) \$35.00
Per Semester \$20.00; Summer \$15.00; Daily Parking \$1.00
While accurate at time of printing, fees may be changed by Board action at any time.

PARKING CONTROLS

Parking permits must be displayed as indicated on the purchased permit. Vehicles without displayed parking permits are ticketed between 8 am and 10 pm, Monday through Thursday and between 8 am and 4:30 pm, Friday beginning June 27. **Illegally parked vehicles are ticketed at all times.**

STUDENT HEALTH & MEDICAL FEES

A. A health and accident insurance fee will be paid by students at the time of registration. The receipts will be expended only to defray the cost of student health services and student accident insurance as provided in Education Code 72246.

1. The health and fee for students enrolled in Summer Semester shall be \$8.50.
2. The accident insurance fee shall be \$1.50. See part C.

The Health and Medical Fee is non-refundable unless all courses for which the student is enrolled are cancelled or the student withdraws from all courses prior to the first day of the term.

- B. Exemptions - Certain individuals are exempt from health and accident fees by code exemption or action of the Board of Trustees:
1. Apprentices attending college under an approved training program.
 2. Students who depend exclusively upon prayer for healing in accordance with the teaching of a bona-fide religious sect, denomination or organization.
 3. Students who submit evidence that they are financially unable to pay the fee because of low income. Students must be members of families with dependent children, those receiving supplemental security income/state supplementary programs, or those receiving general assistance. The health fee for these students may be included as part of the financial aid package for students who receive government grants.
 4. Students enrolled only in Workforce Development classes.
 5. Students enrolled in off-campus classes that are conducted entirely at the agency site.
- C. Students who are enrolled exclusively in Distributed Education classes shall pay only the \$1.50 accident insurance fee.
- D. Exempted students who do not pay health or accident insurance fees are not eligible for health services or coverage under the accident insurance policy.
- E. International students must purchase a Student Accident and Sickness Medical Expense Plan or show evidence of equal coverage and provide results of a negative tuberculosis skin test or chest x-ray performed in the United States.

The Campus Bookstore

**Come See What's
in Store for You!**

Monday through Thursday

Hours:

**Monday - Tuesday
7:45 a.m. - 6:00 p.m.**

**Wednesday - Thursday
7:45 a.m. - 3:00 p.m.**

Friday - Closed

Call (909) 389-3250 for specific hours during registration and the first two weeks of the semester.
www.bookstore.craftonhills.edu

BOOKSTORE

Our Bookstore is now Self Service!

Students have the opportunity to select their own textbooks. Please be sure to make your selections carefully (SEE REFUND POLICY BELOW).

Refund Policy - Refunds will be granted in full **ONLY** if the following conditions are met:

Current Cash Register Receipt, Registration Printout and Personal I.D. required:

No Exceptions. If purchase is charged, original credit card must be presented.

New texts must be in brand new condition; if they are not, refunds will be 75% of the new price.

Shrunk-wrap packages are not returnable if original package is unwrapped.

No Refunds on supplies, clothing, review, study aides or other non-textbooks.

Time Limit: **Spring & Fall - First 3 Weeks Only**
Summer - First Week Only

After Refund Period, books must be returned by the following business day of purchase: **I.D. and receipts are required.**

During finals of each semester, used textbooks may be bought back by the Bookstore if they have been requisitioned by the instructor for the coming semester. Watch for buy back dates.

Credit Card Policy - Credit cards must be signed. I.D. required. Credit card holder must be present.

Check Cashing Policy - Student must present a State picture I.D. or Driver's License and their registration print-out schedule. If check signer is not present, a photo copy of their driver's license or picture State I.D. may be accepted. Checks must be imprinted with correct address and written for the exact amount of purchase only. Student I.D. number and phone number needed. No out of state or two party checks accepted.

(Please Note: Books paid for by check must be returned within the refund period.) A \$25.00 service charge will apply to each returned check.

Check the Bookstore website for book titles and prices as they become available:

www.bookstore.craftonhills.edu

We are sorry we cannot buy back OR exchange workbooks.

COURSE NUMBERING SYSTEM

Courses offered at Crafton Hills College make possible the selection of curricula that meet the requirements for most regular college and university majors as well as curricula that prepare the student for productive life in the community.

- 010-099 Multipurpose courses, but not generally applicable to the Baccalaureate degree.
 100-299 Basic lower division courses applicable to the Associate degree; may also apply to Baccalaureate degree.
 900-999 Courses not applicable to the Associate degree.

COURSE PREREQUISITES

Courses having a prerequisite are identified in this class schedule with a notation of the prerequisite. Course descriptions are found in the current Crafton Hills College catalog. Contact the Counseling Office during registration if you have questions arising from curricula sequence prerequisites.

ATTEND THE FIRST CLASS MEETING

Regular and prompt attendance is expected of every student. Instructors may drop students who incur excessive absences.

WHAT ABOUT GRADES?

The following grading system has been adopted by Crafton Hills College for both day and evening students:

SYMBOL DEFINITION	GRADE POINT
A - Excellent	4
B - Good	3
C - Satisfactory	2
D - Passing, less than satisfactory	1
F - Failing	0
CR - Credit (at least satisfactory; units awarded not counted in GPA)	
NC - No Credit (less than satisfactory or failing; units not counted in GPA)	

By law, the instructor is the final authority on assignment of grades. When reported to the Records Office on the class roll book, grades represent the instructor's decision as to the student's achievement. Grade changes are initiated through the instructor from whom the grade was received. **No grade will be changed for any reason or under any circumstances after (3) years from the end of the term in which the grade was assigned.**

CREDIT/NO CREDIT GRADE POLICY

If you wish to be graded in any class on a Credit/No Credit basis, you must so indicate by the end of the 4th week, or in the case of Summer Session or short-term course(s), no later than the end of the first 30% of the term.

You may take up to fifteen (15) units of Credit ("CR") courses to apply toward graduation requirements.

No course in your major or required by your major may be taken for Credit ("CR"); that is, subjects in your major must be taken for a letter grade basis.

Units from Credit/No Credit courses will apply toward graduation, but are not included in the grade point average.

STUDENT GRIEVANCE POLICY

In accordance with Board Policy 6090, a student may initiate grievance against a college employee for any of the following reasons:

- Any act or threat of intimidation, harassment, discrimination or physical aggression.
- Any arbitrary action without proper regard to academic due process.

No individual or group has the authority to change a grade assigned by an instructor unless persuasive evidence of instructor error, fraud, bad faith or incompetence is presented. Any student who wishes to discuss a grievance must first attempt to resolve the issue by contacting the instructor. The next step requires a conference with the instructor's immediate supervisors (first the Department Head). If the alleged problem is still unresolved, the student may request a formal hearing by contacting the Vice President of Student Services in the Student Services Administration Building. Filing a grievance must be done within 180 days of the event.

STANDARDS OF STUDENT CONDUCT

In the Classroom

Creating a proper teaching and learning environment is imperative for getting a good education. Everyone at Crafton Hills College is responsible for helping to create this environment, including students. Simple rules of courtesy apply.

1. **Respect for the Instructor.** This includes arriving on time, not leaving early, bringing appropriate materials, not speaking with other students while the instructor or another student is talking, not bringing food or drink into the classroom, not being loud, boisterous, or argumentative.
2. **Respect for Other Students.** This includes not interfering with the rights of others to listen and participate, not being disrespectful, not using inappropriate language or harassing others in any way.
3. **Academic Honesty.** Lack of honesty in the classroom is considered a very serious offense. Any form of cheating on tests or assignments, turning in work which is not one's own (i.e., plagiarism), talking during tests, furnishing false information to college personnel, or knowingly misrepresenting oneself to the college is grounds for disciplinary action. The consequences of cheating are severe and may include receiving a grade of "F" for the class or possible expulsion from the college.

4. **Instructor's Rights.** An instructor has the right to remove a student from class at any time he or she considers a student's actions to be interfering with a proper collegiate environment. The instructor may also refer the incident to the Vice President of Student Services for disciplinary action as warranted.
5. **Student's Rights.** All students have a right to due process. If a conflict occurs, the student must first discuss the problem with the instructor. If this does not resolve the problem, the student should follow the procedures detailed in SBCCD Board Policy 6090, Student Grievances.

On the Campus

Creating a proper campus environment is also very important for academic and individual success. The SBCCD Board of Trustees has established district-wide standards of student conduct which will be enforced at all times. These rules of conduct are particularly important in large common areas such as the cafeteria, bookstore, vending areas, campus quads, and other highly frequented areas.

REPEATING COURSES

Courses in which a substandard grade D, F, NC was issued may be repeated one time. Only the units and the grade for the course taken the second time will be used to compute the GPA and to count for degree or certificate requirements.

Courses in which an "Incomplete" (I) has been recorded may not be considered for repetition until such time as an evaluative symbol (letter grade) has been issued.

Courses in which a standard grade A, B, C, CR was issued may be repeated one time only upon petition establishing circumstances that will justify such repetition. Grades issued for repeating a course under this petition process will not be counted in the computation of the GPA.

Grades, once entered on a student's academic record, remain permanent unless changed by the instructor of record or pursuant to Education Code Section 76224. No grade will be changed after 36 months.

Student permanent records shall reflect all work attempted so that the student's transcript is a true and complete academic record pursuant to Administrative Code, Title 5, Section 55761. Prior course repetition actions by other accredited colleges may be honored when a student's permanent record is reviewed for degree or certificate requirements.

STUDENT WITHDRAWAL

Students are permitted to withdraw from classes with the notation of "W" on their permanent record through the first 75% of a class section. Students enrolled after 75% of a short-term class has been completed will receive grades other than "W" from their instructors in accordance with the college grading system. Students may withdraw from courses using the Web/Telephone systems. See pages 2-3 for deadline dates.

Students must have their class programs approved by a counselor if they are new, first-time college students or are enrolling for 7 or more units.

LAWS TO HELP STUDENTS: TITLE IX

Congress passed Title IX of the Educational Amendment in 1972. Sex discrimination is prohibited in federally assisted, education programs. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participations in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

TITLE II

Title II of the Education Amendments of 1976 is Federal Legislation regarding Vocational Education. One of the purposes is to help all students receive the job training needed to become financially secure. Part of the law is: To develop and carry out programs of Vocational Education within each state so as to overcome sex discrimination and sex stereotyping in Vocational Education programs and thereby furnish equal educational opportunities in Vocational Education to persons of both sexes.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

Federal and state laws do not permit access to or release of any information contained in student educational records to any unauthorized party or agency without proper court orders or signed waivers from the individual involved.

Crafton Hills College maintains a student record of everyone admitted which relates to requests for admission; transcripts of college work attempted; semester class enrollment data; placement test data; requests for financial assistance; VA authorization benefit forms. The College does not maintain a public directory.

Students may challenge the content of records by filing the proper petition. Grade revisions can be changed only by the instructor of record unless there is an administrative error. The college administrator in charge of record maintenance at Crafton Hills College is the Vice-President, Student Services in the Student Services Building, Room 306.

Crafton Hills College students have the right to review their educational records at any time the Records Office is open. This office is extremely busy at certain times during the year and students will be invited to wait until records are computed and transcripts updated. The first two copies of permanent records are reproduced at no charge. A \$3.00 fee is charged for each additional copy.

Fee Waivers

Registration fee of resident students will be waived for recipients of AFDC and/or SSI benefits. Contact Financial Aid Office, CL 214; Telephone (909) 389-3242

While every precaution has been made in the preparation of this schedule, please be aware that changes will and do occur after the schedule has gone to press. Therefore, at the time of registration, please check for corrections such as days, times, weeks, instructor, room or cancellations.

REGARDING REFUNDS

If a class is CANCELLED... you will automatically be mailed a refund of the enrollment fees for any class cancelled by the College. If this class is your only class for the term, you will receive a refund for all fees. To receive a refund of the parking fee, you must complete a "Request for Refund" form and attach the parking decal to the form. Turn in this form and the decal to the Communications office, located in LADM-221. To receive a refund of the ASB/Student Services Card, complete a "Request for Refund" form and attach the semester sticker to the form. Turn in this form and the sticker to the Student Services office, located in SSA-306.

If you DROP a class BEFORE the first day of class OR if you drop a class AFTER the first day of class and WITHIN the first 10% of the term... You will automatically be mailed a refund of enrollment fees BUT there is a **\$10 processing fee**. Refunds of less than \$15 will NOT be processed.

If you WITHDRAW from the COLLEGE... You are eligible for a refund of enrollment fees if you withdraw during the first 10% of the term. To be eligible for a refund of the other fees, you must withdraw **PRIOR to the FIRST day of the term**. There will be a **\$10 processing fee**.

If you ARE DROPPED by the INSTRUCTOR. You are NOT entitled to a refund.

If you wish a refund of the parking fee... You must visit the Communications Department (LADM-221), complete a form, and attach your parking decal to the form.

ALL OTHER FEES ARE NON-REFUNDABLE AS OF THE FIRST DAY OF CLASS

You are **NOT** eligible for a refund if you withdraw from a class **or the college AFTER** the first 10% of the term.

Refunds will **NOT** be made for instructor - initiated drops.

ALPHA GAMMA SIGMA

HONOR SOCIETY OF CALIFORNIA JR.COLLEGES

Attending college justifies your talent for securing a future.

At A.G.S , we Honor that talent by providing you the opportunity to apply it, and rewarding you the official recognition you deserve.

Member Benefits Include

- Graduate with Nationally recognized Honors
- Campus and Community Leadership positions
- Embossed Gold Seal on official Transcript
- Wear a GOLD CORD at graduation

Member Opportunities Include:

- Building a Network with College Administrators
- Running for Officer and Committee positions
- Developing Cultural & Community Programs
- Meeting Student Body and Maintaining Relationships

*To learn more about Alpha Gamma Sigma or how to join,
CONTACT the Student Senate Office at (909) 389-3410*

We look forward to Honoring you!

**Are you thinking about registering in a
Career and Technical Education Program?**

You can contact the following people for more information:

(All telephone numbers are in the 909 area code)

Cynthia Bidney 389-3286
 • Respiratory Care

Catherine Pace-Pequeno 389-3430
 • Computer Information Systems
 (Including Cisco Networking Academy)

Bob O'Toole 389-3304
 • Accounting
 • Business Administration
 • Marketing

Staff 389-3252
 • Emergency Medical Services

Sue Breazile 389-3408
 • Fire Technology

Karen Mainess 558-4998, ext. 47224
 • Speech-Language Pathology
 Assistant

Kim McCormick 389-3212
 • Work Experience

Mario Perez 389-3352
 • Administration of Justice

Morris Hunter 580-3540
 • Radiologic Technology

Jean Searle-Grassick 389-3401
 • Child Development and Education



**Also, did you know... you could participate in the Graduation
 Ceremony if you have earned a Certificate?**

**To request a certificate, contact the Admission's Office at
 389-3372. If you wish to participate in this year's Graduation,
 contact the Program Development Office at 389-3240 by March 1, 2006.**



Semester in SALAMANCA, SPAIN

- SPRING 2006 -

Crafton Hills College's Semester in Salamanca, Spain for Spring 2006 provides a very enriching experience. You will enjoy the historical surroundings, grow intellectually, and enhance your overall knowledge of the world while making normal progress toward your degree objectives. You will earn 12 units in courses taught by faculty from Crafton Hills College or one of the other community colleges in the Southern California Foothills Consortium.

Theatres, major symphony orchestras, world-class operatic performances, concerts, recitals, ballet performances and an unparalleled range of live rock and ethnic music are just some of the cultural opportunities available.

- Earn college credit transferable for a bachelor's degree.
- Most courses fulfill general education requirements.
- Participate in the Spanish Life and Culture class with exciting guest speakers and field trips.
- Take advantage of low-cost flights, living accommodations.
- Consider optional tours to explore the great cities and historic sites of Europe.

For more information call Lynn Jamison at the Citrus College Study Abroad Office, (626) 914-8560, visit our website at <http://info.citruscollege.com/studyabroad>, or pick up materials outside Room-328 in the SSA Building at CHC.

CHC Professor Kris Acquistapace, Advisor: (909) 389-3347

**Financial Aid is available to eligible students. Early application is essential.
Contact the Citrus College Financial Aid Office.**

Ref Sec Days Time Type / Units Room Instructor

ALLIED HEALTH SERVICES

AH 101 Medical Terminology 3.00 Units

Students are instructed in the usage, spelling, pronunciation and meaning of terminology used to describe the human body. Accordingly, the class will explore terms pertaining to the structure and function of the body, the pathologic processes that affect it and the diagnostic and therapeutic procedures that are used in health maintenance and disease management.

Associate Degree Applicable
Course credit transfers to CSU.

1000 01 MTW 09:00a-11:50a LEC 3.00 CHS-123 Bell, R
 Note: Ref. No. 1000 - 6 week class: 06/20 - 07/28
 1002 02 TWT 06:00p-08:50p LEC 3.00 CHS-123 Abel, T
 Note: Ref. No. 1002 - 6 week class: 06/20 - 07/28

ANATOMY

ANAT 101 Essentials of Human Anatomy and Physiology 4.00 Units

This is a combined lecture and laboratory course emphasizing the basic structural, functional and developmental stages and clinical aspects of the human body. The course is an introductory survey of the human body in one semester. The essentials of structure and function will be included in each of the eleven body systems covered, as well as the concepts of homeostasis.

Associate Degree Applicable
Course credit transfers to CSU.

1004 03 MTWTH 08:00a-10:15a LEC 4.00 LADM-304 Jonasson, M
 MTWTH 10:16a-12:25p LAB LADM-225 Jonasson, M
 Note: Ref. No. 1004 - 6 week class: 06/20 - 07/28

ANAT 150 Human Anatomy and Physiology I 4.00 Units

This is a lecture and laboratory course emphasizing an advanced understanding of the structural and functional aspects of the human body. This course is the first in a two semester series. The course covers biochemistry, cytology, cellular metabolism, histology, osteology, articulations, myology, and the integumentary, and nervous systems.

Associate Degree Applicable
Course credit transfers to both CSU and UC.
CAN (California Articulation Number) BIOL SEQ B

1006 01 MTWTH 12:30p-02:45p LEC 4.00 LADM-304 Jonasson, M
 MTWTH 02:46p-04:55p LAB LADM-225 Jonasson, M
 Note: Ref. No. 1006 - 6 week class: 06/20 - 07/28

**Payment is due at time of registration
 or you may be dropped from your classes.**

Ref Sec Days Time Type / Units Room Instructor

ANTHROPOLOGY

ANTHRO 102 Cultural Anthropology 3.00 Units

Introduction to the nature of human culture through a survey of the range of cultural phenomena of tribal and peasant peoples, linguistics, and other related topics.

Associate Degree Applicable
Course credit transfers to both CSU and UC.
CAN (California Articulation Number) ANTH 4
DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101

1008 01 TWT 08:00a-10:50a LEC 3.00 PAC-308 Hedrick, K
 Note: Ref. No. 1008 - 6 week class: 06/20 - 07/28

1010 02 M 06:00p-07:50p LEC 3.00 CHS-242 Broyles, L
 06/13/05
 M 06:00p-07:50p LEC CHS-242 Broyles, L
 06/27/05
 M 06:00p-07:50p LEC CHS-242 Broyles, L
 07/11/05
 M 06:00p-07:50p LEC CHS-242 Broyles, L
 07/25/05
 M 06:00p-07:50p LEC CHS-242 Broyles, L
 08/01/05



Note: Ref. No. 1010 - 8 week class: 06/13 - 08/05
 This telecourse includes televised lectures aired weekly on KVCR-TV plus required on-campus meetings (see dates above). Broadcast dates and times will be provided by the instructor at the first class meeting. ALL on-campus meetings will be held in the Chemistry/Health Sciences Building, Room 242 at CRAFTON HILLS COLLEGE. Please see the Distributed Education section of this schedule for more detailed information.

ART

ART 100 Art History I: Prehistoric Art to Medieval Art 3.00 Units

Survey of outstanding periods in the history of Western Art, tracing the relationship between the arts and the society which produced them. Required of all art majors and open to non-art majors.

Associate Degree Applicable
Course credit transfers to both CSU and UC.
CAN (California Articulation Number) ART 2

1012 01 TWT 06:00p-08:50p LEC 3.00 LADM-224 Black, A
 Note: Ref. No. 1012 - 6 week class: 06/20 - 07/28

ART 102 Art History II: Renaissance Art to Modern Art 3.00 Units

Survey of outstanding periods in the history of Western Art, tracing the relationship between the arts and society which produced them, with a focus on the period comprised of the Renaissance to the Twentieth Century. Required of all art majors and open to non-art majors.

Associate Degree Applicable
Course credit transfers to both CSU and UC.
CAN (California Articulation Number) ART 4

1014 01 MTWTH 08:00a-10:15a LEC 3.00 LADM-224 Black, A
 Note: Ref. No. 1014 - 6 week class: 06/20 - 07/28

**Parking decals can only be purchased
 in the Communications Office - LADM 221.**

Ref	Sec	Days	Time	Type / Units	Room	Instructor
ART 126X4 Painting 3.00 Units						
Exploration of concepts, techniques, and materials of painting. <i>Associate Degree Applicable</i> Course credit transfers to both CSU and UC. CAN (California Articulation Number) ART 10 Note: ART 126X4 may be taken 4 times						
1016	01	MTWTH	09:00a-10:20a	LEC 3.00	0E1-101	Mueller, N
		MTWTH	10:30a-01:20p	LAB	0E1-101	Mueller, N
Note: Ref. No. 1016 - 6 week class: 06/20 - 07/28						

ASTRONOMY

ASTRON 150 Introduction to Astronomy 3.00 Units						
Introduction to the broad principles underlying the behavior of cosmic forces, earth's place in the universe, the historical role of astronomy, and the processes which shape the universe. <i>Associate Degree Applicable</i> Course credit transfers to both CSU and UC.						

1018	01	W	06:00p-07:50p	LEC 3.00	BC-101	Benson, B
			06/15/05			
		W	06:00p-07:50p	LEC	BC-101	Benson, B
			06/29/05			
		W	06:00p-07:50p	LEC	BC-101	Benson, B
			07/06/05			
		W	06:00p-07:50p	LEC	BC-101	Benson, B
			07/20/05			
		W	06:00p-07:50p	LEC	BC-101	Benson, B
			08/03/05			

Note: Ref. No. 1018 - 8 week class: 06/13 - 08/05
This telecourse includes televised lectures aired weekly on KVCR-TV plus required on-campus meetings (see dates above). Broadcast dates and times will be provided by the instructor at the first class meeting. ALL on-campus meetings will be held in the Bookstore Complex Building, Room 101 at CRAFTON HILLS COLLEGE. Please see the Distributed Education section of this schedule for more detailed information.

BIOLOGY

BIOL 100 General Biology 4.00 Units						
Study of the biological principles including those in cellular biology, human anatomy and physiology, animal and plant structure and function, genetics, evolution, and ecology. <i>Associate Degree Applicable</i> Course credit transfers to both CSU and UC.						

1020	01	MTWTH	10:30a-12:45p	LEC 4.00	LADM-224	Sadler, R
		MTWTH	08:00a-10:15a	LAB	LADM-211	Sadler, R
Note: Ref. No. 1020 - 6 week class: 06/20 - 07/28						
1022	02	MTWTH	10:30a-12:45p	LEC 4.00	LADM-224	Sadler, R
		MTWTH	01:00p-03:15p	LAB	LADM-211	Sadler, R
Note: Ref. No. 1022 - 6 week class: 06/20 - 07/28						

8 - week telecourses begin

June 13, 2005

6 - week classes begin

June 20, 2005

Ref	Sec	Days	Time	Type / Units	Room	Instructor
BIOL 123 Ecology and Environment 3.00 Units						
Study of the basic concepts of ecology including the physical environment, ecosystems, energy production and transfer, and the impact of humans on ecosystems. <i>Associate Degree Applicable</i> Course credit transfers to both CSU and UC.						

1024	01	T	05:00p-06:50p	LEC 3.00	LADM 121	Jonasson, M
			06/14/05			
		T	05:00p-06:50p	LEC	LADM 121	Jonasson, M
			06/28/05			
		T	05:00p-06:50p	LEC	LADM 121	Jonasson, M
			07/05/05			
		T	05:00p-06:50p	LEC	LADM 121	Jonasson, M
			07/19/05			
		T	05:00p-06:50p	LEC	LADM 121	Jonasson, M
			08/02/05			

Note: Ref. No. 1024 - 8 week class: 06/13 - 08/05

This telecourse includes televised lectures aired weekly on KVCR-TV plus required on-campus meetings (see dates above). Broadcast dates and times will be provided by the instructor at the first class meeting. ALL on-campus meetings will be held in the Laboratory/Administration Building, Room 121 at CRAFTON HILLS COLLEGE. Please see the Distributed Education section of this schedule for more detailed information.

BUSINESS ADMINISTRATION

BUSAD 100 Introduction to Business 3.00 Units						
Survey of the business field; provides a background in business and serves as the basic beginning college course in business subjects.						

Associate Degree Applicable

Course credit transfers to both CSU and UC.

DEPARTMENTAL RECOMMENDATION: ENGL 101, Reading: Pass a standardized test of reading comprehension at or above the 12th grade level.

1026	01	MTWTH	09:00a-11:15a	LEC 3.00	BC-105	O' Tool e, R
Note: Ref. No. 1026 - 6 week class: 06/20 - 07/28						
1028	02	TWTH	06:00p-08:50p	LEC 3.00	BC-105	Blaylock, A
Note: Ref. No. 1028 - 6 week class: 06/20 - 07/28						

CHEMISTRY

CHEM 101 Introduction to Chemistry 4.00 Units						
Introduction to college chemistry, with an emphasis on the general principles of chemistry, including critical thinking, analysis and problem solving in chemistry.						

Associate Degree Applicable

Course credit transfers to CSU.

Limited transfer to UC; contact a counselor for details.

CAN (California Articulation Number) CHEM 6
PREREQUISITE: MATH 090 or eligibility for MATH 095 as determined through the Crafton Hills College assessment process

1030	01	MTWTH	08:00a-10:10a	LEC 4.00	CHS-242	Gonzalez, A
		MW	10:20a-02:40p	LAB	CHS-238	Gonzalez, A
Note: Ref. No. 1030 - 6 week class: 06/20 - 07/28						

Ref Sec Days Time Type / Units Room Instructor

CHILD DEVELOPMENT

CD 105 Child Growth and Development 3.00 Units

Study of human development from conception through adolescence within cultural and family contexts. Examination of cognitive, physical, social and emotional development. Observational study of children.

Associate Degree Applicable
Course credit transfers to both CSU and UC.

1032 01 MTWTH 08:30a-10:45a LEC 3.00 CDC-115 McPeck, C
 Note: Ref. No. 1032 - 6 week class: 06/20 - 07/28

COMPUTER INFORMATION SYSTEMS

CIS 101 Introduction to Computer and Information Technology 3.00 Units

Introduction to computer and information technology. Includes an overview and the use of computer software including word processing, spreadsheets, presentation applications and databases. No previous computer experience is required.

This course is also offered as BUSAD-230.
Associate Degree Applicable
Course credit transfers to both CSU and UC.

1034 01 MTWTH 08:00a-10:15a LEC 3.00 LADM-101 Romano, N
 Note: Ref. No. 1034 - 6 week class: 06/20 - 07/28
 1036 02 MW 05:00p-09:20p LEC 3.00 LADM-101 Romano, N
 Note: Ref. No. 1036 - 6 week class: 06/20 - 07/28

ECONOMICS

ECON 200 Principles of Macroeconomics 3.00 Units

Introduction to the basic mechanisms of macroeconomics, including key underlying concepts, theories and institutions such as national income accounting, the Classical and the Keynesian theories, the Federal Reserve System and commercial banking.

Associate Degree Applicable
Course credit transfers to both CSU and UC.
CAN (California Articulation Number) ECON 2
DEPARTMENTAL RECOMMENDATIONS: Eligibility for ENGL 101 and eligibility for MATH 090 or higher

1038 01 MTWTH 08:30a-10:45a LEC 3.00 CL-106 Mansourian, F
 Note: Ref. No. 1038 - 6 week class: 06/20 - 07/28

ECON 201 Principles of Microeconomics 3.00 Units

An introduction to economic principles that govern production, exchange, distribution and consumption in a capitalist economy.

Associate Degree Applicable
Course credit transfers to both CSU and UC.
CAN (California Articulation Number) ECON 4
DEPARTMENTAL RECOMMENDATIONS: Eligibility for ENGL 101 and eligibility for MATH 090 or higher

1040 01 MTWTH 11:00a-01:15p LEC 3.00 CL-106 Mansourian, F
 Note: Ref. No. 1040 - 6 week class: 06/20 - 07/28

Ref Sec Days Time Type / Units Room Instructor

EMERGENCY MEDICAL SERVICES

NOTE: Prior to starting this program, students must show proof of a clear criminal background check. Call the Department of Emergency Medical Services at (909) 389-3252 for the necessary information.

EMS 020 Emergency Medical Technician-I 6.00 Units

Instruction in all facets of basic life support measures, CPR, and the use of appropriate emergency medical equipment and supplies. Stresses hands-on emergency medical skills proficiency needed to enhance the EMS Delivery Systems in the field. Includes OSHA approved Hazardous Materials Awareness Level, Blood Borne Pathogens for Health Care Workers, state mandated AIDS Education and an introduction to Pharmacology for the EMT-I.

Associate Degree Applicable
PREREQUISITE: Must be 18 years of age as required by Title 22 of the Health and Safety Code.
DEPARTMENTAL RECOMMENDATION: Good dexterity and coordination abilities; the ability to work in small areas, in different positions and at times on the ground or floor; good physical condition with the ability to lift up to 150 pounds.

1042 01 TWTW 09:00a-01:00p LEC 6.00 OE1-120 Reese, G
 TWTW 02:00p-06:00p LAB OE1-120 Reese, G
 OE1-115
 OE1-127
 OE1-128
 ARR 3 HRS/WK CLINC OE1-120 Reese, G
 ARR 4.5 HRS/WK FIELD OE1-120 Reese, G
 Note: Ref. No. 1042 - 6 week class: 06/21 - 07/28

NOTE: There will be a MANDATORY ORIENTATION for EMS 020 on Monday, June 20, 2005 from 9:00 am to 1:00 pm in OE1-120.

EMS 156 Clinical Externship for the Paramedic 2.00 Units

Coordination of advanced paramedic training within a hospital setting in San Bernardino or Riverside County. Opportunity to direct and engage in emergency intervention in traumatic and medical emergencies. This course fulfills the requirements of Title 22 of the Health and Safety Code for paramedic clinical internship.

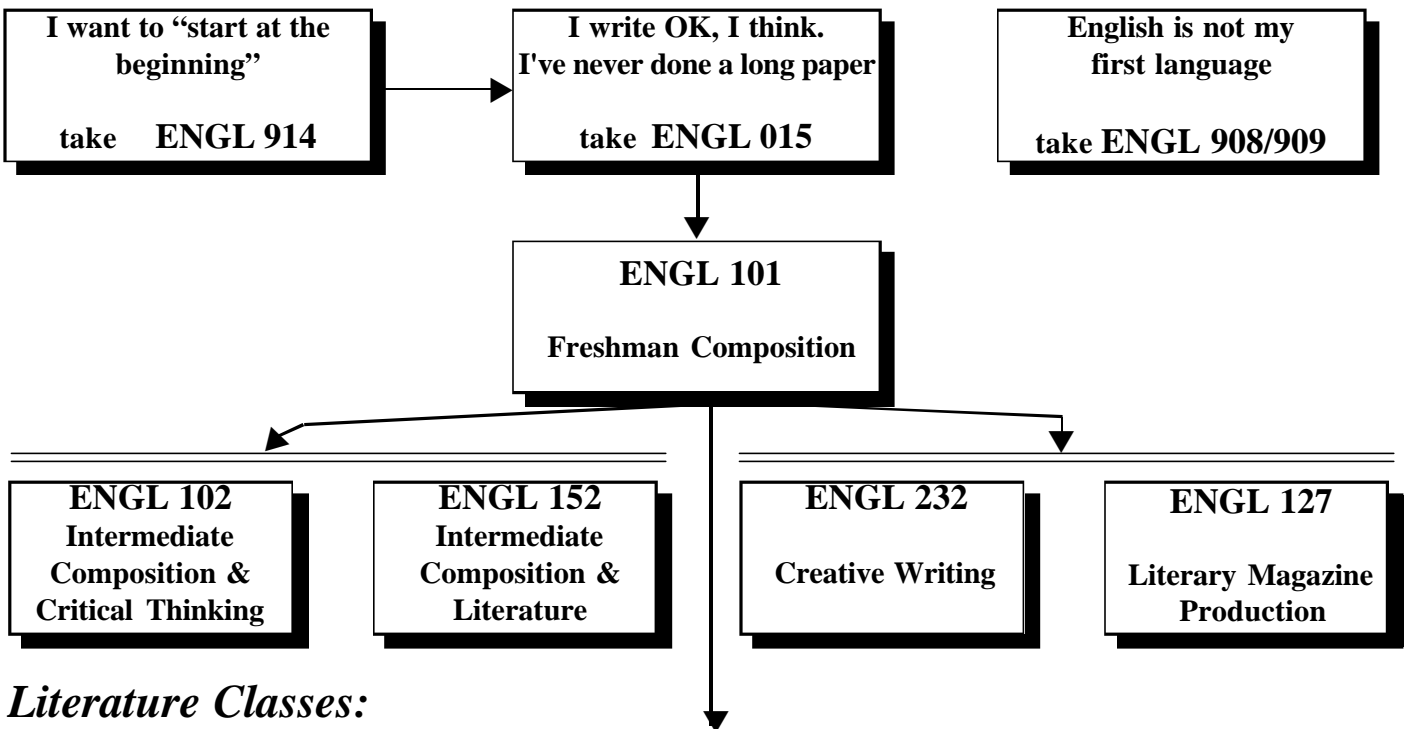
Associate Degree Applicable
PREREQUISITES: EMS 151, EMS 152, EMS 153, EMS 154, EMS 155.

1044 01 ARR 16.4 HRS/WK CLINC 2.00 OFFC-CLNC Andrews, S
 Note: Ref. No. 1044 - 10 week class: 06/13 - 08/19
 Note: Ref. No. 1044 will be held at Clinic in Off-Campus Clinic.

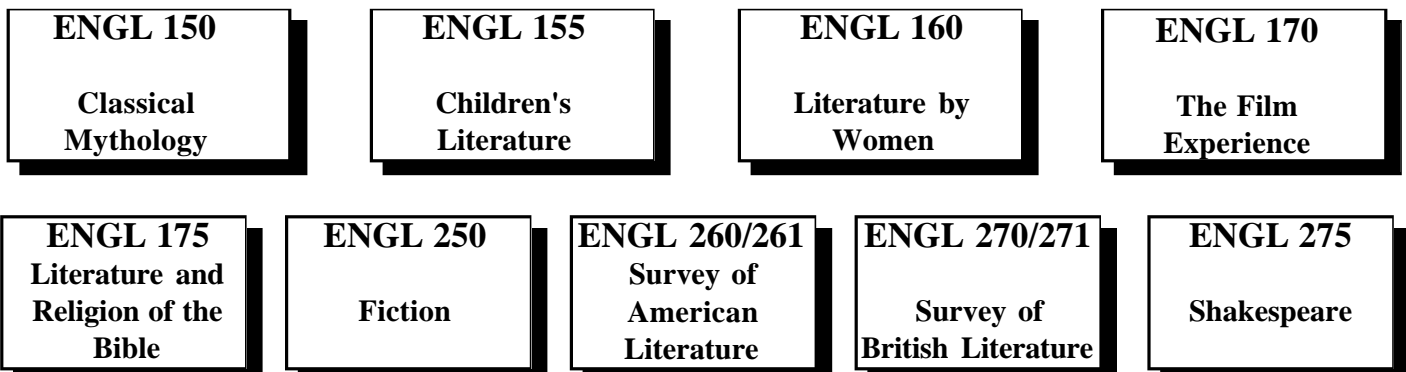
Students failing to attend the first class session may be dropped by the instructor and their place given to a student on the waiting list.

Levels and Order of English Classes

The ability to think and communicate using written English is essential to succeeding in college. There are several possible starting points for you to enter our sequence of English courses at the right level. Starting with the right class will allow you move from class to class successfully and get to the point you need in the shortest amount of time. **A Counselor can show you the skills needed for each class and help you decide.** Also, look for "Reading" classes on a different page in the schedule.



Literature Classes:



Visit The Writing Center

3rd floor of the Library

7:30 am to 9:30 pm M - TH



Ref Sec Days Time Type / Units Room Instructor

ENGLISH

ENGL 015 Preparation for College Writing 4.00 Units

Study of the fundamental skills necessary for effective writing, with emphasis on clarity, correctness, and appropriate style. Basic grammar and usage will also be covered.

Associate Degree Applicable

PREREQUISITE: ENGL 914 or eligibility for ENGL 015 as determined through the Crafton Hills College assessment process

1046	04	MTWTH	08:00a-10:50a	LEC	4.00	CL-109	Hamlett, C
Note: Ref. No. 1046 - 6 week class: 06/20 - 07/28							
1048	03	MTWTH	01:00p-03:50p	LEC	4.00	CL-219	Race, A
Note: Ref. No. 1048 - 6 week class: 06/20 - 07/28							
1050	05	MTWTH	06:00p-08:50p	LEC	4.00	CL-109	Rudd, R
Note: Ref. No. 1050 - 6 week class: 06/20 - 07/28							

ENGL 101 Freshman Composition 4.00 Units

Instruction in writing compositions from personal, reflective and argumentative perspectives.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

CAN (California Articulation Number) ENGL 2

PREREQUISITE: ENGL 015 or eligibility for ENGL 101 as determined through the Crafton Hills College assessment process

1052	01	MTWTH	08:00a-10:50a	LEC	4.00	CL-110	Estus, S
Note: Ref. No. 1052 - 6 week class: 06/20 - 07/28							
1054	02	MTWTH	11:00a-01:50p	LEC	4.00	CL-110	Roddy, R
Note: Ref. No. 1054 - 6 week class: 06/20 - 07/28							
1056	03	MTWTH	02:00p-04:50p	LEC	4.00	CL-110	Farrell, K
Note: Ref. No. 1056 - 6 week class: 06/20 - 07/28							
1058	04	MTWTH	04:00p-06:50p	LEC	4.00	CL-219	Race, A
Note: Ref. No. 1058 - 6 week class: 06/20 - 07/28							

ENGL 102 Intermediate Composition and Critical Thinking 4.00 Units

Instruction in writing compositions that reflect both critical thinking and rhetorical skills beyond those taught in ENGL 101, including summary, analysis, evaluation, rebuttal and argument.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

PREREQUISITE: ENGL 101

1060	01	MTWTH	11:00a-01:50p	LEC	4.00	CL-107	Cowles, R
Note: Ref. No. 1060 - 6 week class: 06/20 - 07/28							

Payment is due at time of registration or you may be dropped from your classes.

Ref Sec Days Time Type / Units Room Instructor

FIRE TECHNOLOGY

FIRET 100 Fire Protection Organization 3.00 Units

Provides an introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. This course is a prerequisite for the Firefighter I Basic Training Academy.

Associate Degree Applicable

Course credit transfers to CSU.

DEPARTMENTAL RECOMMENDATIONS: Eligibility for ENGL 101, eligibility for MATH 090 or higher

1062	01	TWTH	09:00a-11:50a	LEC	3.00	OE2-205	Koeper, J
Note: Ref. No. 1062 - 6 week class: 06/20 - 07/28							

FIRET 101 Fire Prevention Technology 3.00 Units

Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention with fire safety education and detection and suppression systems. Is one of three courses required before entrance into the Fire Academy.

Associate Degree Applicable

Course credit transfers to CSU.

DEPARTMENTAL RECOMMENDATIONS: Eligibility for ENGL 101, eligibility for MATH 090 or higher

1064	01	TWTH	01:00p-03:50p	LEC	3.00	OE2-205	Koeper, J
Note: Ref. No. 1064 - 6 week class: 06/20 - 07/28							

GEOLOGY

GEOL 101 Introduction to Geology 3.00 Units

An introduction to the study of the earth with emphasis on the materials that make up the earth. Lecture is the same as GEOL 100.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

1066	01	W	06:00p-07:50p	LEC	3.00	CHS-122	Hughes, R
			06/15/05				
		W	06:00p-07:50p	LEC		CHS-122	Hughes, R
			06/29/05				
		W	06:00p-07:50p	LEC		CHS-122	Hughes, R
			07/13/05				
		W	06:00p-07:50p	LEC		CHS-122	Hughes, R
			07/27/05				
		W	06:00p-07:50p	LEC		CHS-122	Hughes, R
			08/03/05				

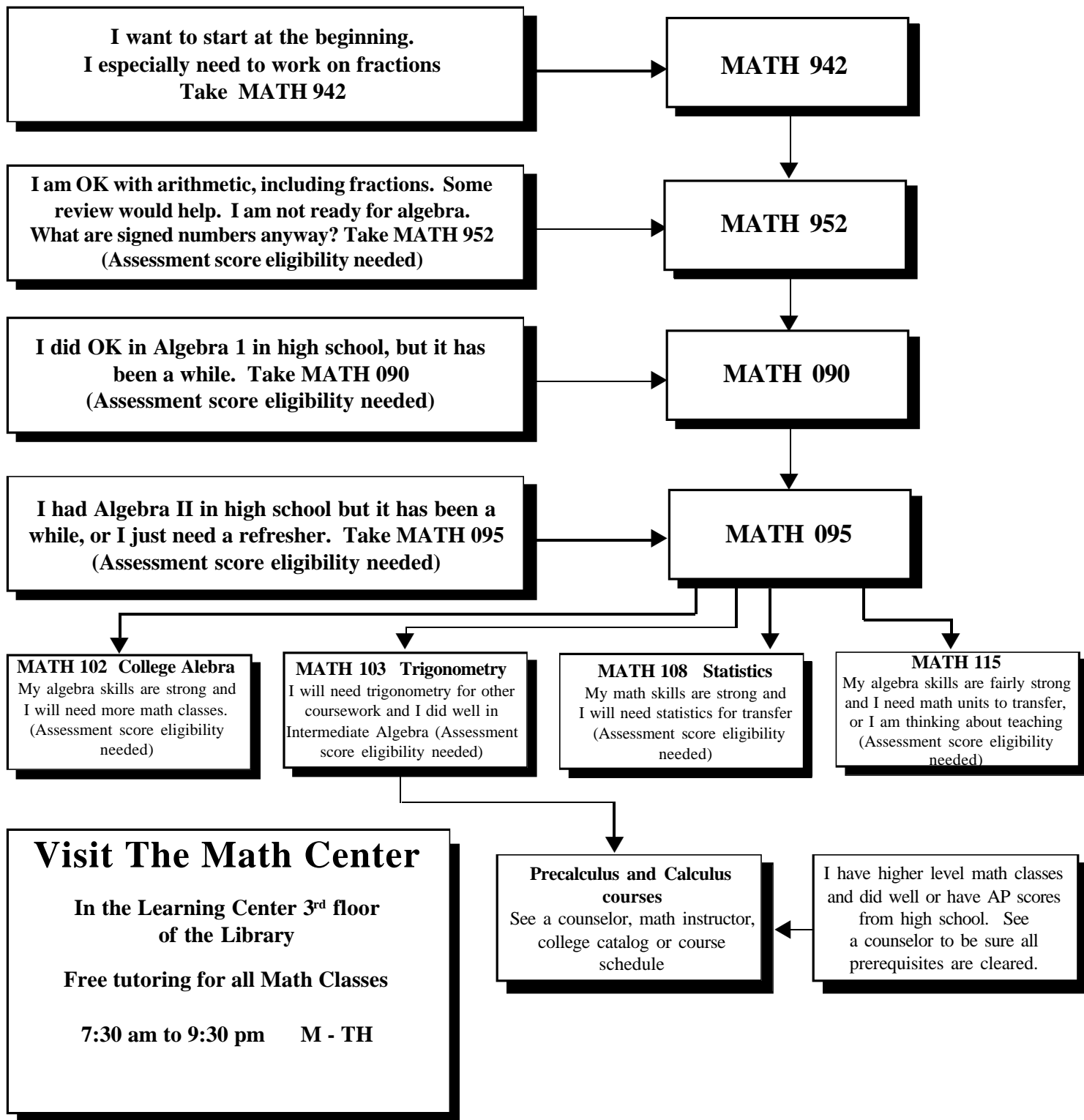


Note: Ref. No. 1066 - 8 week class: 06/13 - 08/05

This telecourse includes televised lectures aired weekly on KVCR-TV plus required on-campus meetings (see dates above). Broadcast dates and times will be provided by the instructor at the first class meeting. ALL on-campus meetings will be held in the Chemistry/Health Sciences Building, Room 122 at CRAFTON HILLS COLLEGE. Please see the Distributed Education section of this schedule for more detailed information.

Levels and Order of Mathematics Classes

The ability to think and reason using mathematical concepts is an essential skill. There are several starting points for you to enter at the right level. Starting at the right class will let you move successfully from class to class and to get to the point you need in the shortest amount of time. Start with the assessment test in the Counseling Center. Based on your eligibility determined on the assessment, choose the statement that best describes you, meet with a counselor to discuss the path and to be sure all prerequisites are cleared and follow that path. A counselor can also show you a sheet with the skills needed for each class and help you interpret the assessment scores. They also have a more detailed sheet explaining the differences between MATH 102, 108 and 115.



Ref Sec Days Time Type / Units Room Instructor

HEALTH EDUCATION

HEALTH 102 Biological Principles of Health 3.00 Units

Examines the nature and scope of healthful living, including the principles of health resources, trends in disease prevalence, infectious and non-infectious diseases and the risk factors associated with them (smoking, substance abuse, improper diet and inactivity).

Associate Degree Applicable
Course credit transfers to both CSU and UC.

1068 01 MTWTH 10:30a-12:45p LEC 3.00 BC-101 Ledoux, J
 Note: Ref. No. 1068 - 6 week class: 06/20 - 07/28
 1070 02 TTH 04:30p-08:50p LEC 3.00 PAC-308 Maloney, C
 Note: Ref. No. 1070 - 6 week class: 06/20 - 07/28


HISTORY

HIST 100 History of the United States to 1877 3.00 Units

Survey course of American History from the pre-Columbian period to the end of the reconstruction Era in 1877.

Associate Degree Applicable
Course credit transfers to both CSU and UC.
 CAN (California Articulation Number) HIST 8
 DEPARTMENTAL RECOMMENDATION: ENGL 101

1072 02 MTWTH 08:30a-10:45a LEC 3.00 CL-218 Perez, M
 Note: Ref. No. 1072 - 6 week class: 06/20 - 07/28

1074 03 M 06:00p-07:50p LEC 3.00 BC-101 Perez, M
 06/13/05
 M 06:00p-07:50p LEC BC-101 Perez, M
 06/27/05
 M 06:00p-07:50p LEC BC-101 Perez, M
 07/11/05
 M 06:00p-07:50p LEC BC-101 Perez, M
 07/25/05
 M 06:00p-07:50p LEC BC-101 Perez, M
 08/01/05

Note: Ref. No. 1074 - 8 week class: 06/13 - 08/05
 This telecourse includes televised lectures aired weekly on KVCR-TV plus required on-campus meetings (see dates above). Broadcast dates and times will be provided by the instructor at the first class meeting. ALL on-campus meetings will be held in the Bookstore Complex Building, Room 101 at CRAFTON HILLS COLLEGE. Please see the Distributed Education section of this schedule for more detailed information.

HIST 101 History of the United States 1865 to Present 3.00 Units

Survey course of American history from 1865 to present.

Associate Degree Applicable
Course credit transfers to both CSU and UC.
 CAN (California Articulation Number) HIST 10
 DEPARTMENTAL RECOMMENDATION: ENGL 101

1076 01 TWH 06:00p-08:50p LEC 3.00 CL-218 Perez, M
 Note: Ref. No. 1076 - 6 week class: 06/20 - 07/28

**Payment is due at time of registration
 or you may be dropped from your classes.**

Ref Sec Days Time Type / Units Room Instructor

LEARNING RESOURCES

LRC 960X4 Developmental Study Techniques 0.50 - 1.00 Unit

This course provides participation in programs individually designed to assist students in their mastery of basic study techniques.

Not Applicable to the Associate Degree
Note: LRC 960X4 may be taken 4 times

1080 01 ARR 4.5 HRS/WK LAB 0.50 LR-LC Matthews, D
 Note: Ref. No. 1080 - 6 week class: 06/20 - 07/28
 1082 02 ARR 9 HRS/WK LAB 1.00 LR-LC Matthews, D
 Note: Ref. No. 1082 - 6 week class: 06/20 - 07/28

All Students registering in LRC 960X4 must report to LR-300 during the first week of class.

MATHEMATICS

IF PURCHASING A USED BOOK FOR MATH 952, NEW SOFTWARE MUST BE PURCHASED AT AN ADDITIONAL EXPENSE.

MATH 952 Prealgebra 4.00 Units

This course prepares students for elementary algebra, MATH 090, providing a transition from arithmetic to algebra, covering operations with signed numbers, solving simple single variable linear equations, combining like terms, ratios, proportions, percents and their applications, perimeter, area, and volume of common geometric figures. Fractions and decimals are reviewed throughout the course.

Not Applicable to the Associate Degree
PREREQUISITE: MATH 942 or equivalent according to Crafton Hills College placement procedures

1084 01 MTWTH 08:00a-10:50a LEC 4.00 LR-348 Pandian, R
 Note: Ref. No. 1084 - 6 week class: 06/20 - 07/28

MATH 090 Elementary Algebra 4.00 Units

Manipulation of algebraic expressions including ones with integer exponents and factoring, solving increasingly difficult equations and their applications, graphing lines and drawing conclusions from the graph. Introduction of rational expressions. Students are expected to be proficient with the arithmetic of positive and negative numbers including fractions upon entering MATH 090.

Associate Degree Applicable
PREREQUISITE: MATH 952 or eligibility for MATH 090 as determined through the Crafton Hills College assessment process

1086 01 MTWTH 08:00a-10:50a LEC 4.00 CL-111 Rami rez, R
 Note: Ref. No. 1086 - 6 week class: 06/20 - 07/28
 1088 02 MTWTH 11:00a-01:50p LEC 4.00 LR-348 Reyes, E
 Note: Ref. No. 1088 - 6 week class: 06/20 - 07/28
 1090 03 MTWTH 06:00p-08:50p LEC 4.00 LR-348 Begley, D
 Note: Ref. No. 1090 - 6 week class: 06/20 - 07/28

Ref	Sec	Days	Time	Type / Units	Room	Instructor
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MATHEMATICS

MATH 095 Intermediate Algebra 4.00 Units

Study of rational exponents and radicals; quadratic, absolute value, rational and radical equations; complex numbers; absolute value, linear, non-linear, and systems of inequalities; operations with functions; introduction to exponential and logarithmic functions; graphs of the basic functions and their translations.

Associate Degree Applicable

PREREQUISITE: MATH 090 or eligibility for MATH 095 as determined through the Crafton Hills College assessment process

1092	04	MTWTH	08:00a-10:50a	LEC	4.00	CHS-237	Rami rez, S
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Note: Ref. No. 1092 - 6 week class: 06/20 - 07/28

1094	01	MTWTH	11:00a-01:50p	LEC	4.00	CHS-237	Rami rez, S
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Note: Ref. No. 1094 - 6 week class: 06/20 - 07/28

1096	02	MTWTH	06:00p-08:50p	LEC	4.00	CHS-237	Birca, A
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Note: Ref. No. 1096 - 6 week class: 06/20 - 07/28

MATH 102 College Algebra 4.00 Units

This course will include logarithms, sequences, series, the Binomial Theorem, graphing conic sections, inverse functions, operations with radicals with different indices, systems of quadratic equations, and solving systems of three or more linear equations in three or more variables by matrices, and determinants. There will also be an introduction to graphing rational function, and the theory of equations.

*MATH 102 and MATH 151, maximum UC credit one course.

Associate Degree Applicable

Course credit transfers to CSU.

Limited transfer to UC; contact a counselor for details.

CAN (California Articulation Number) MATH 10

PREREQUISITE: MATH 095

1098	02	MTWTH	08:00a-10:50a	LEC	4.00	LR-347	Staff
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Note: Ref. No. 1098 - 6 week class: 06/20 - 07/28

1100	01	MTWTH	11:00a-01:50p	LEC	4.00	BC-104	Gough, A
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Note: Ref. No. 1100 - 6 week class: 06/20 - 07/28

MATH 108 Statistics 4.00 Units

Introduction to probability, descriptive and inferential statistics, with application to the natural sciences, business, economics, and behavioral sciences.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

CAN (California Articulation Number) STAT 2

PREREQUISITE: MATH 095

1102	01	MTWTH	08:00a-10:50a	LEC	4.00	0E2-214C	Stone, H
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Note: Ref. No. 1102 - 6 week class: 06/20 - 07/28

MATH 115 The Ideas of Mathematics 3.00 Units

Sets, propositional logic, and the applications to topics from discrete mathematics including enumeration techniques and finite probability spaces.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

PREREQUISITE: MATH 095

1104	01	TWTH	08:00a-10:50a	LEC	3.00	BC-104	Pierce, L
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Note: Ref. No. 1104 - 6 week class: 06/20 - 07/28

Ref	Sec	Days	Time	Type / Units	Room	Instructor
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MUSIC

MUSIC 100 Fundamental Skills in Music 3.00 Units

Basic music theory and practical applications to develop an understanding of the elements of music. Study of pitch, rhythm, notation, and sight reading. Includes sight singing and introduction to keyboard and simple rhythmic instruments.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

1106	01	MTWTH	08:00a-10:15a	LEC	3.00	PAC-309	McClurg, B
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Note: Ref. No. 1106 - 6 week class: 06/20 - 07/28

OCEANOGRAPHY

OCEAN 101 Elements of Oceanography 3.00 Units

Study of the basic principles of oceanography, including geology, physics, chemistry, and biology of the oceans. Topics include the structure of the earth and sea floor, the physics and chemistry of the ocean, atmospheric wind and ocean circulation, waves, currents, tides, marine plants and animals, ecological concepts, and environmental concerns. Tools of oceanographic inquiry include maps, remote sensing, Geographic Information Systems, Global Positional Systems, and field trips.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

1108	01	TWTH	08:00a-10:50a	LEC	3.00	CHS-122	Staff
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Note: Ref. No. 1108 - 6 week class: 06/20 - 07/28

1110	02	T	06:00p-07:50p	LEC	3.00	BC-101	Breman, J
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06/14/05

T	06:00p-07:50p	LEC	BC-101	Breman, J
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06/28/05

T	06:00p-07:50p	LEC	BC-101	Breman, J
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07/05/05

T	06:00p-07:50p	LEC	BC-101	Breman, J
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07/19/05

T	06:00p-07:50p	LEC	BC-101	Breman, J
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08/02/05

Note: Ref. No. 1110 - 8 week class: 06/13 - 08/05

This telecourse includes televised lectures aired weekly on KVCR-TV plus required on-campus meetings (see dates above). Broadcast dates and times will be provided by the instructor at the first class meeting. ALL on-campus meetings will be held in the Bookstore Complex Building, Room 101 at CRAFTON HILLS COLLEGE. Please see the Distributed Education section of this schedule for more detailed information.



**Payment is due at time of registration
or you may be dropped from your classes.**

Ref	Sec	Days	Time	Type / Units	Room	Instructor
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PHILOSOPHY

PHIL 101 Introduction to Philosophy 3.00 Units

Introduction to the major problems of philosophy, utilizing classical and modern philosophical literature as a basis for discussion of epistemology, metaphysics, ethics and aesthetics.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

CAN (California Articulation Number) PHIL 2

DEPARTMENTAL RECOMMENDATIONS: Reading: Comprehension at or above the 12th grade level and ENGL 015

1112	01	TWTH	11:00a-01:50p	LEC	3.00	CHS-122	Rust, J
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Note: Ref. No. 1112 - 6 week class: 06/20 - 07/28

PHYSICAL EDUCATION - INDIVIDUAL/ GROUP ACTIVITIES

PE/I 105X4 Aerobics 0.50 Unit

Aerobics training for beginning through advanced students. Activities to improve flexibility and strength with an emphasis on cardio-respiratory conditioning.

Associate Degree Applicable

Course credit limited transfer CSU & UC.

Contact a counselor for details.

Note: PE/I 105X4 may be taken 4 times

CARDIO, INCLUDING KICKBOXING COMBINATION TAEBO, KICKBOXING AND STRENGTH TRAINING

1114	01	TTH	08:00a-10:15a	LAB	0.50	G-101E	Head, D
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Note: Ref. No. 1114 - 6 week class: 06/20 - 07/28

PE/I 106X4 Total Body Fitness 0.50 Unit

Total Body Fitness is designed for men and women who are interested in improving both cardiovascular fitness and strength. The class will incorporate various cardiovascular and strength training regimens to promote optimal conditioning. Individual programs will be developed for each student.

Associate Degree Applicable

Course credit limited transfer CSU & UC.

Contact a counselor for details.

Note: PE/I 106X4 may be taken 4 times

1116	01	TTH	08:00a-10:15a	LAB	0.50	G-001	Ledoux, J
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Note: Ref. No. 1116 - 6 week class: 06/20 - 07/28

PE/I 108X4 Weight Training 0.50 Unit

Weight training for beginners with little or no weight training knowledge and skills and advanced students who desire more sophisticated routines.

Associate Degree Applicable

Course credit limited transfer CSU & UC.

Contact a counselor for details.

Note: PE/I 108X4 may be taken 4 times

1118	01	MW	08:00a-10:15a	LAB	0.50	G-001	Ledoux, J
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Note: Ref. No. 1118 - 6 week class: 06/20 - 07/28

Ref	Sec	Days	Time	Type / Units	Room	Instructor
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PE/I 120X4 Golf 0.50 Unit

This course develops playing and competitive skills for the lifetime benefits of participation in the sport of golf. Included in instruction will be skills, techniques, strategies, rules and etiquette.

Associate Degree Applicable

Course credit limited transfer CSU & UC.

Contact a counselor for details.

Note: PE/I 120X4 may be taken 4 times

1120	01	TTH	06:00p-08:15p	LAB	0.50	G-101W	Wyowski, M
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Note: Ref. No. 1120 - 6 week class: 06/20 - 07/28

PHYSICS

PHYSIC 100 Introduction to Physics 4.00 Units

Introduction to the ideas, concepts, and theories of physics including mechanics, waves, heat, electromagnetism and atomic and nuclear structure; a nonmathematical course.

Associate Degree Applicable

Course credit transfers to CSU.

Limited transfer to UC; contact a counselor for details.

1122	01	MTWTH	08:00a-10:15a	LEC	4.00	LADM-121	Adams, M
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		MTWTH	10:30a-12:45p	LAB		LADM-115	Adams, M
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Note: Ref. No. 1122 - 6 week class: 06/20 - 07/28

POLITICAL SCIENCE

POLIT 100 American Politics 3.00 Units

This is an introductory course in the fundamentals of American government and politics, which meets the state requirements in United States and California government. Students are introduced to basic concepts in political science; to key institutions in the American political system; to the major problems in United States foreign policy and to political issues that confront the nation and state today.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

CAN (California Articulation Number) GOVT 2

DEPARTMENTAL RECOMMENDATION: ENGL 101

1124	01	TWTH	11:00a-01:50p	LEC	3.00	CHS-242	Hellerman, S
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Note: Ref. No. 1124 - 6 week class: 06/20 - 07/28

1126	02	TH	05:30p-07:20p	LEC	3.00	BC-101	Hellerman, S
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		TH	06/16/05			BC-101	Hellerman, S
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		TH	06/30/05			BC-101	Hellerman, S
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		TH	07/14/05			BC-101	Hellerman, S
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		TH	07/28/05			BC-101	Hellerman, S
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		TH	08/04/05			BC-101	Hellerman, S
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		TH	08/04/05			BC-101	Hellerman, S
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Note: Ref. No. 1126 - 8 week class: 06/13 - 08/05

This telecourse includes televised lectures aired weekly on KVCR-TV plus required on-campus meetings (see dates above). Broadcast dates and times will be provided by the instructor at the first class meeting. ALL on-campus meetings will be held in the Bookstore Complex Building, Room 101 at CRAFTON HILLS COLLEGE. Please see the Distributed Education section of this schedule for more detailed information.



Ref	Sec	Days	Time	Type / Units	Room	Instructor
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PSYCHOLOGY

PSYCH 100 General Psychology 3.00 Units

Survey of the nature and scope of psychology including the topics of neurophysiology, sensation, perception, learning, memory, cognition, intelligence, language, emotion, motivation, personality, psychopathology, treatment and social psychology.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

CAN (California Articulation Number) PSY 2

DEPARTMENTAL RECOMMENDATIONS: Reading: Passing a standardized test of reading comprehension at or above the 12th grade level, MATH 090, eligibility for ENGL 101

1128	01	MTWTH	08:00a-10:15a	LEC	3.00	BC-101	Staff
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Note: Ref. No. 1128 - 6 week class: 06/20 - 07/28

READING & STUDY SKILLS

READ 078X2 Advanced Reading 3.00 Units

Designed to enhance students' reading skills, this course involves attending lectures and doing in-class assignments. Students must also complete individualized laboratory activities designed to increase vocabulary and comprehension, based on assessed reading ability.

Associate Degree Applicable

Note: READ 078X2 may be taken 2 times

DEPARTMENTAL RECOMMENDATION: A minimum score of 65 on the reading portion of the college placement test or minimum of 10th grade level on the Nelson-Denny Reading Test

1130	01	MTWTH	11:00a-01:15p	LEC	3.00	LR-347	Lowe, L
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Note: Ref. No. 1130 - 6 week class: 06/20 - 07/28

READ 091 College Study Skills 3.00 Units

Instruction in the skills of listening, note taking, class preparation and participation, organizing and analyzing textbook material, and using the library. Provides methods for the improvement of concentration, memory and test-taking.

Associate Degree Applicable

1132	01	MTWTH	08:00a-10:15a	LEC	3.00	CL-219	Matthews, D
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Note: Ref. No. 1132 - 6 week class: 06/20 - 07/28

RELIGIOUS STUDIES

RELIG 101 Introduction to World Religions 3.00 Units

Origins, myths, doctrines, practices, historical development and contemporary concerns of the major world religions, with particular attention to Hindu, Taoist, Confucian, Judaic, Christian and Islamic traditions.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

DEPARTMENTAL RECOMMENDATIONS: Reading: passing Nelson-Denny or comparable test at or above the 12th grade level. ENGL 101

1134	01	MTWTH	10:30a-12:45p	LEC	3.00	LADM-121	Staff
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Note: Ref. No. 1134 - 6 week class: 06/20 - 07/28

Ref	Sec	Days	Time	Type / Units	Room	Instructor
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RESPIRATORY CARE

NOTE: Prior to starting this program, students must show proof of a clear criminal background check. Call the Respiratory Care Program at (909) 389-3286 for the necessary information.

RESP 050 Introduction to Respiratory Care 2.00 Units

Introduction and orientation to the field of Respiratory Care, the professional organizations, the regulatory bodies, and the policies that govern respiratory treatment. Also provides the pre-entry student with program information critical to the decision to enter the Respiratory Care Program.

Associate Degree Applicable

1136	01	MW	01:00p-03:50p	LEC	2.00	CHS-127	Franklin, B
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Note: Ref. No. 1136 - 6 week class: 06/20 - 07/28

RESP 051X4 Cardiopulmonary Resuscitation: Basic Life Support Healthcare Provider 1.00 Unit

Basic life support is that particular phase of emergency cardiac care that either: (a) Prevents circulatory or respiratory arrest (or insufficiency) through prompt recognition and intervention, early entry into the Emergency Medical Services system, or both, or (b) Externally supports the circulation and respiration of a victim of cardiac or respiratory arrest through cardiopulmonary resuscitation. A Basic Life Support Healthcare Provider is one who has successfully completed the written examination and all performance (skills) testing of an American Heart Association Basic Life Support Healthcare Provider Course according to American Heart Association requirements. Course completion is valid for a maximum of two years.

Associate Degree Applicable

Note: RESP 051X4 may be taken 4 times

1138	01	M	08:00a-11:50a	LEC	1.00	CHS-123	Franklin, B
		M	01:00p-04:50p	LEC		CHS-123	Franklin, B
		TWTH	08:00a-11:50a	LAB		CHS-123	Bell, R
							Bryson, K
		TWTH	01:00p-04:50p	LAB		CHS-123	Franklin, B
							Bell, R
							Bryson, K
							Franklin, B

Note: Ref. No. 1138 - 1 week class: 08/08 - 08/11

RESP 925X4 Entry-Level Examination: Review and Seminar 1.75 Units

Preparation for and review of the National Board for Respiratory Care (NBRC) Detailed Content Outline for the Entry Level CRT Examination. Discussion of examination structure, content, examination site requirements, and review of sample NBRC test questions for remediation. (CRT: Certified Respiratory Therapist) Students from Respiratory Care Programs other than that at Crafton Hills College should see a counselor for permission to enroll.

Graded on Credit/No Credit basis only.

Not Applicable to the Associate Degree

Note: RESP 925X4 may be taken 4 times

PREREQUISITE: RESP 101, RESP 105

1140	01	TTH	01:00p-03:50p	LEC	1.75	CHS-123	Bryson, K
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Note: Ref. No. 1140 - 6 week class: 05/23 - 06/30

Ref Sec Days Time Type / Units Room Instructor

RESP 927X4 Advanced Practitioner Examinations: Review and Seminar 3.00 Units

Preparation for the National Board for Respiratory Care Therapist Written RRT Examination and Clinical Simulation Examination. Discussion of examination structure, content, examination site requirements, and review of sample test questions (RRT: Registered Respiratory Therapist). Students from Respiratory Care Programs other than that at Crafton Hills College should see a counselor for permission to enroll.

*Graded on Credit/No Credit basis only.
Not Applicable to the Associate Degree
Note: RESP 927X4 may be taken 4 times
PREREQUISITE: RESP 201, RESP 206*

1142 01 ARR 6. 75 HRS/WK LEC 3. 00 CHS- 127 Bryson, K
ARR 6. 75 HRS/WK LAB CHS- 127 Bryson, K

Note: Ref. No. 1142 - 6 week class: 05/23 - 06/30

SOCIOLOGY

SOC 100 Introduction to Sociology 3.00 Units

Survey of the concepts and theories of society and culture, social organization, social stratification, everyday life, social change, and social policy; the study of the structure and function, and the patterns and processes of human social life.

*Associate Degree Applicable
Course credit transfers to both CSU and UC.
CAN (California Articulation Number) SOC 2*

DEPARTMENTAL RECOMMENDATIONS: Reading: Passing Nelson-Denny or comparable test at or above the 30th percentile (12th grade level), MATH 952 and ENGL 101.

1144 01 TWTH 11: 00a-01: 50p LEC 3. 00 CL- 218 Davis, J

Note: Ref. No. 1144 - 6 week class: 06/20 - 07/28

1146 02 TWTH 06: 00p-08: 50p LEC 3. 00 CHS- 242 Davis, J

Note: Ref. No. 1146 - 6 week class: 06/20 - 07/28

SOC 130 Marriage, Family and Intimate Relationships 3.00 Units

Analytical and functional study of the structure and process of the family, with special emphasis on contemporary marriages and families, as well as alternative forms of intimate relationships, in the U.S.

*Associate Degree Applicable
Course credit transfers to both CSU and UC.
DEPARTMENTAL RECOMMENDATIONS: Reading: Passing Nelson-Denny or comparable test at or above the 30th percentile (12th grade), ENGL 101.*

1148 01 T 06: 00p-07: 50p LEC 3. 00 CHS- 122 Shelby, P

06/14/05 T 06: 00p-07: 50p LEC CHS- 122 Shelby, P

06/28/05 T 06: 00p-07: 50p LEC CHS- 122 Shelby, P

07/12/05 T 06: 00p-07: 50p LEC CHS- 122 Shelby, P

07/26/05 T 06: 00p-07: 50p LEC CHS- 122 Shelby, P

08/02/05

Note: Ref. No. 1148 - 8 week class: 06/13 - 08/05

This telecourse includes televised lectures aired weekly on KVCR-TV plus required on-campus meetings (see dates above). Broadcast dates and times will be provided by the instructor at the first class meeting. ALL on-campus meetings will be held in the Chemistry/Health Sciences Building, Room 122 at CRAFTON HILLS COLLEGE. Please see the Distributed Education section of this schedule for more detailed information.



Ref Sec Days Time Type / Units Room Instructor

SPANISH

SPAN 101 College Spanish I 5.00 Units

An introductory course which begins the development of the student's listening, speaking, reading and writing skills in Spanish. This course also involves the study of Spanish pronunciation, vocabulary, idioms, grammar and the Hispanic culture. (This course corresponds to the first year of high school Spanish.)

*Associate Degree Applicable
Course credit transfers to both CSU and UC.
CAN (California Articulation Number) SPAN 2*

1150 01 M/WTH 08: 00a-11: 30a LEC 5. 00 CL- 108 Gonzalez, R
ARR 3 HRS/WK LAB LR- LC Gonzalez, R

Note: Ref. No. 1150 - 6 week class: 06/20 - 07/28

SPEECH COMMUNICATION

SPEECH 100 Elements of Public Speaking 3.00 Units

Introductory study and training in public communication. Instruction in preparing relevant, well researched, organized and audience-centered speeches. Methods of and practice in delivery techniques which will assist in developing confidence and result in effective informative and persuasive presentations.

*Associate Degree Applicable
Course credit transfers to both CSU and UC.
CAN (California Articulation Number) SPCH 4
DEPARTMENTAL RECOMMENDATION: ENGL 101*

1152 01 M/WTH 08: 00a-10: 15a LEC 3. 00 BC- 106 Drake-Green, P

Note: Ref. No. 1152 - 6 week class: 06/20 - 07/28

1154 02 TWTH 06: 00p-08: 50p LEC 3. 00 BC- 104 Dizon, K

Note: Ref. No. 1154 - 6 week class: 06/20 - 07/28

SPEECH 111 Interpersonal Communication 3.00 Units

Examination of the dynamics of the communication process within the context of interpersonal relationships. Principles of effective listening and accurate expression of verbal and nonverbal messages. Development of skills including assertiveness, conflict management, self disclosure and emotional expression to improve personal and professional interactions with others.

*Associate Degree Applicable
Course credit transfers to both CSU and UC.
CAN (California Articulation Number) SPCH 8
DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101*

1156 01 M/WTH 11: 00a-01: 15p LEC 3. 00 BC- 106 Carter, D

Note: Ref. No. 1156 - 6 week class: 06/20 - 07/28

1158 02 TWTH 06: 00p-08: 50p LEC 3. 00 CL- 106 O' Shaughnessy, V

Note: Ref. No. 1158 - 6 week class: 06/20 - 07/28

Interested in a rewarding career earning \$18-\$22 per hour as a **RESPIRATORY THERAPIST?** CHC offers an accredited Associates Degree program. Lots of job opportunities.

Call (909) 389-3286 for more information.



Ref	Sec	Days	Time	Type / Units	Room	Instructor
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THEATRE ARTS

THART 150X4 Summer Theatre Workshop 2.00 Units

Instruction in the areas of stage production, acting, promotion, and publicity. Designed as a theatrical experience.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

Note: THART 150X4 may be taken 4 times

1160 01 ARR 9 HRS/WK LAB 2.00 PAC-101 Petrovic, S

Note: Ref. No. 1160 - 8 week class: 06/13 - 08/05

Note: The first class meeting will be held on June 13, 2005 at 7:00pm in PAC 101. Subsequent meetings will be held at Prospect Park on the corner of Cajon and Highland Streets in Redlands.

ACADEMIC SUPPORT SERVICES

Support Services

In order to help you achieve a satisfying educational experience, Crafton Hills College provides a number of support services.

Library

Located at the center of the campus, the Library supports the teaching program of the College with more than 63,000 book titles, a collection of on-line programs, 1,200 videos, 1,700 music tapes and 20 Internet computers. The on-line programs include Groves Dictionary of Art and Music, Encyclopedia Britannica, The Opposing Viewpoints, collection of e-books, the on-line card catalog and ProQuest (a subscription to 1,100 full-text periodicals). Many of these on-line programs are available from your home; passwords for those programs are available in the library.

Your student ID is your Library Card. In addition to the CHC Library Card you may pick up the IEALC (Inland Empire Academic Library Cooperative Card) that will allow you access to several local colleges and universities. The IEALC card will allow our students to check out materials in 20 other college libraries throughout the Southland. Local community members are also welcomed and may request a library card for the College library. We also allow community members the right to use and check out library resources.

During the Summer Semester the library is open from:

7:30 a.m. – 9:30 p.m. Monday - Thursday

For information call (909) 389-3321 for general information or for reference help call (909) 389-3322 or (909) 389-3323.

The Learning Center (TLC)

Various academic support services are provided for students and faculty through The Learning Center (TLC), located on the third floor of the Library building. Both a math center and a writing center are housed here, providing student support service in those areas. In the TLC, students can enroll in self-paced classes in reading or study skills, have access to computers, engage in tutoring for various subjects, have exams proctored and practice language drills. In addition, TLC provides access to instructional audio or video tapes. Students facing challenges in their course work are encouraged to visit TLC early and often. For more information call (909) 389-3312.

College Golf Course Up to Par, Open to the Public



One of the most unique facets of Crafton Hills College's beautiful campus and attractive landscaping is the six-hole golf course constructed against the hills and ridges overlooking Yucaipa Valley.

The course consists of three par 3 holes and three par 4 holes. Eucalyptus, pine, and occasional willow trees line the fairways. Players should bring their short games to meet the well-maintained greens, two with sand traps.

"In addition to the public, students are very fortunate to have access to a golf course on a college campus," said Debbie Desalliers, CHC P.E. instructor. "Hundreds of students have taken their first golf lessons here. The classes are offered on weekdays and Saturdays."

Weekday passes cost \$5. The twilight fee (two hours before sunset) is \$4. Weekend all-day passes cost \$8 for adults and \$5 for those who are 16 and younger. The weekend twilight fee is \$6. Annual passes for seniors (60 years and older) and students cost \$110 per year. Annual passes for the general public cost \$150 per year.

Perhaps the most formidable play can be found on hole six. Hole six is a 356 yard par 4. Golfers play downhill on a narrowing fairway with a runway of trees to the left. The length of the right side of the fairway is opposed by the hillside. The green has a small pond in the back. It is challenging, but beautiful.

For more information regarding rates and playing on the course, call the golf starter at (909) 389-3280. The course is open to the public.

By Rhett Thomas

Stay Tuned for Fall Semester 2005 Fall Semester Information

- Fall Semester class schedules due on campus by May 19
- First day of fall semester is August 15
- Fall semester registration will be July 6 - August 10
- To apply for Financial Aid, go to www.fafsa.ed.gov
Our school code is: 009272

(Fee - Based Instruction)

Workforce Development Programs at Crafton Hills College provide an opportunity for individuals to develop occupational skills in preparation for employment or to improve or upgrade job skills to enhance performance in current employment. The program is a fee-based alternative to Crafton Hills College's regular occupational programs. Courses are provided on a contract basis and are not academic equivalents to regular credit classes.

Do you have a skill, talent, or area of expertise you could teach to others?

Crafton Hills College Workforce Development is always interested in providing quality classes and workshops for the community. For further information, call: **(909) 389-3208**

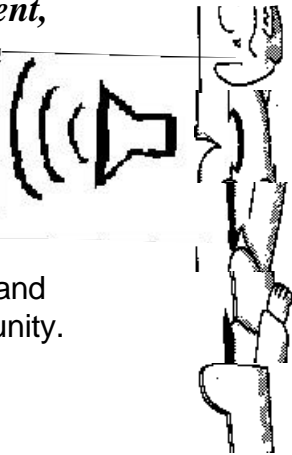


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We don't like to cancel programs . . . but sometimes it is necessary to cancel when registrations are low. Your registration might be one that enables us to present a program, so register early! If the class cancels, we make every effort to notify registered participants by phone. For this reason, we need telephone numbers.

PARKING PERMITS

Parking Permits are required FOR ALL LOTS and STREETS at Crafton Hills College. Daily parking permits are dispensed by vending machines in **Parking**

Lot D. Daily parking permits are to be displayed on the vehicle's dashboard. Vehicles without displayed parking permits are ticketed between 8:00 a.m. and 10:00 p.m., Monday through Thursday, and between 8:00 a.m. and 4:00 p.m. on Fridays. Vehicles are not ticketed from 4:00 p.m. Friday to 8:00 a.m. Monday unless



otherwise illegally parked (red zone, handicapped parking, staff parking).

REGISTRATION MAY BE DONE BY:

<p>PRE-REGISTRATION is required for all classes.</p>	<p>MAIL-IN: Send the registration form along with your payment by check or credit card to: <i>Crafton Hills College Workforce Development 11711 Sand Canyon Road Yucaipa, CA 92399</i></p>	<p>WALK-IN: Office Hours: Monday - Thursday 8:00 a.m. - 5:30 p.m. LADM - 300A</p>	<p>FAX-IN: 24 Hour Service for Credit Card Registration FAX #: (909) 389-1609</p>	<p>PHONE-IN: Visa or Mastercard Call (909) 389-3208</p>
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General Information

- FULL refunds are issued for all classes cancelled by the college.** Participants will be notified by telephone if a class is cancelled.
- Refund requests received three or more working days before the start of a class will receive a refund minus a \$10 service charge. (Board Policy 5033)
- Refund requests received less than three working days before the start of a class will receive transfer credit for the cost of the class less \$10. Credit must be used within one year. Refunds requested by telephone must have a follow-up written request.
- If you do not cancel and do not attend, you will be charged the entire amount.** No refunds will be issued after the start of a class or a class series.
- No refund issued for less than \$15.
- Senior citizens over 55 receive a 10% discount.** This must be requested at the time of registration. There are no senior discounts for Food Worker classes, Food Safety Management Certification classes, or programs already offering a discount.

Payment Options

- Checks or money orders payable to: Crafton Hills College
- Credit Cards
VISA or MASTERCARD only
- Cash payable in person only

Please do not mail cash

Print Name: Last _____ First _____
 Address: _____ City _____ Zip _____
 Phone: Home _____ Work _____
 Date of Birth _____ Social Security No. or CHC ID# _____

ACTIVITY TITLE	COURSE #	FEE

FOR CREDIT CARD USE:   TOTAL \$

Name on card _____
 Card # _____ - _____ - _____ - _____ Signature _____ Exp. Date _____

HOLD HARMLESS STATEMENT: I agree to hold Workforce Development, Crafton Hills College, the San Bernardino Community College District and its employees free and harmless from all legal action which may result from my and/or my child's attendance in the activities of Workforce Development. **EMERGENCY MEDICAL RELEASE:** I understand that in case of emergency requiring medical treatment, I may not be available, and that such treatment may be withheld without my prior consent. Therefore, in case of any injury to me and/or my child while attending a Workforce Development activity, I authorize any licensed physician, nurse, or hospital to render such medical treatment to me and/or my child as they may deem necessary.

Parent Guardian Participant Signature _____ Date _____
 (18 years and older)

FOR OFFICE USE ONLY

Receipt # _____ Capture # _____ Initials _____ Date _____

Instructor-Facilitated Online Learning from Education To Go

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. It's no wonder that many long-lasting friendships have formed in our lively and intelligent discussion areas.

All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

Courses Available:

Start Your Own Business

Start an eBay Business, Write a Business Plan...

Entrepreneur/Business

Supervision, Ethics, Effective Selling, Marketing, Accounting...

Career Development

Assertiveness, Leadership, Stress Reduction...

Grant Writing and Fund Raising

A to Z Grant Writing, Nonprofit Management...

Test and Certification Prep

GED, SAT, GMAT, GRE, LSAT, A+, Net+...

Courses for Teaching Professionals

Discipline, Computers, Child Development...

Basic Computer Literacy

Keyboarding, Internet, Windows, Mac OS X...

Computer Applications

Word, Excel, Access, PowerPoint, Publisher...

Publishing and Graphics

Photoshop, Illustrator, PrintShop Deluxe...

Digital Photography and Video

Digital Photography Output, Better Photos ...

Web Design and Programming

HTML, XML, Dreamweaver, Flash, Java, CGI...

Have Your Employer Pay for Your Classes

Ask your employer to send you to class! Here's how:

1. Ask! A simple verbal request followed by a written memo.
2. Show this schedule of classes to your employer, or attach it to your memo.
3. Point out the benefits: Additional skill training makes you a more valuable, productive employee, ready to meet new job challenges.
4. Point out the affordable, tax-deductible fees - your employer will be pleased that the price is low and the rewards are high.
5. If your supervisor thinks a group of you should take a class, call us about bringing the class to your work site.

How to Get Started (in three easy steps)

1. Visit our Online Instruction Center at: www.ed2go.com/crafton
2. Click the **Orientation** link and follow the instructions to enroll and pay for your course. During orientation, you will learn important information about your course. You will also be provided an opportunity to choose the name and password you will use to access your course. *This step is critical!* You cannot access your course until you complete orientation.
3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with the name and password you provided during orientation.

Online Instruction Center

To learn more about our online courses, visit our Online Instruction Center at: www.ed2go.com/crafton

At our Online Instruction Center, you'll find complete course descriptions, lesson outlines, evaluations from former students, course requirements, instructor credentials, and a demo course.

Requirements

All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer. Every course we offer has been carefully engineered to provide you with quick and easy access to all your course materials—no matter what type of computer you use or what type of Internet connection you have. Some courses may require additional software or have other requirements that are NOT listed in this publication. Before registering for any course, go to our Online Instruction Center and read the complete course requirements for that course.

At the end of each course, we can provide you with a completion letter. You can show this letter to an existing or potential employer as evidence of having completed all course requirements.

Questions

Visit our Online Instruction Center or call **(909) 389-3208**.



Ms. Frazzle doesn't
WANT to be
connected to
the internet...

(she also doesn't like push button phones,
microwave ovens, and any car with a radio)

Don't be like Ms. Frazzle.

GET CONNECTED...
Take an online class!



Experience the convenience of taking an online class from the comfort of your home at any time of day or night.

Choose from over 300 instructor-facilitated courses to update your skills, discover new talents, or chart a new career path.

**Insurance Collections
in the Healthcare Industry**

It has become increasingly difficult to find qualified and trained collectors in the healthcare industry. The nature of managed care in Southern California has changed so rapidly that many employees find themselves undertrained and overwhelmed. This course will assist the newcomer in understanding managed care and healthcare collections as well as enhance the seasoned collector's ability to collect better.

The objective for this workshop will be to define managed care, define the shared and full risk relationship, explore revenue codes and how they impact the collector, introduce current state and federal legislation pertinent to healthcare collections, examine a boiler plate contract, how to determine expected reimbursement on a patient account, and how to make effective phone calls in the healthcare industry.

SESSION I **CHC-2695**

Facilitator: Angela Hines
Date: Saturday, July 16
Time: 9:00 a.m. until 4:00 p.m.
 (with a one-hour lunch break)
Place: CHC-BC 106
Fee: \$85.00

SESSION II **CHC-2697**

Facilitator: Angela Hines
Date: Saturday, August 20
Time: 9:00 a.m. until 4:00 p.m.
 (with a one-hour lunch break)
Place: CHC-BC 106
Fee: \$85.00



**Discovering the Vision and
Mission of Your Business**

It is important to have clearly articulated Vision and Mission statements because business owners need to have a clear, compelling direction for your business. While the Vision describes the picture of the future you wish to create; the Mission tells you exactly what you are supposed to do to reach the vision. Together they answer the question of what you have been called to accomplish through your business. If successfully implemented, the Vision and Mission predetermine your company's preferred future. They show you what success looks like.

This workshop will focus on helping participants develop a Vision and Mission for their business.

This workshop is for aspiring business owners as well as current business owners. The workshop will assist aspiring business owners in developing a vision and mission for their new business venture. Current business owners will have an opportunity to assess whether their current vision and mission are still serving their business well or if they need to establish a new future-focused vision and mission.

SESSION I **CHC-2723**

Facilitator: Debra Williams
Date: Vision - Wednesday, July 6
 Mission - Wednesday, July 13
Time: 6:30 p.m. until 9:30 p.m.
Place: CHC-BC 106
Fee: \$79.00

SESSION II **CHC-2725**

Facilitator: Debra Williams
Date: Vision - Wednesday, August 3
 Mission - Wednesday, August 10
Time: 6:30 p.m. until 9:30 p.m.
Place: CHC-BC 106
Fee: \$79.00

California State Notary Public

California needs additional professional Notaries! This class will provide the new or previously commissioned Notary Public with the education and skills to pass the state proctored examination, detect fraud, and be successful in a new career. There is a growing need for notaries in the expanding financial, real estate, business and law professions. Become a more valuable employee or own your own business. This class exceeds the qualifications for new applicants and Notaries that are renewing their commissions for the 6-hour class requirements mandated by the new law that went into effect in January 2005. California State Proctors will administer the Notary Examination at the end of class.

The State Examination will be given from 4:00 p.m. to 5:30 p.m.

Duff Thompson is currently a commissioned Notary Public for the State of California and a Certified Notary Public Instructor.

SESSION I CHC-2677

Facilitator: Duff Thompson
Date: Saturday, June 25
Time: 8:00 a.m. - 5:30 p.m.
Place: CHC-BC 101
Fee: \$69

SESSION II CHC-2727

Facilitator: Duff Thompson
Date: Saturday, August 6
Time: 8:00 a.m. - 5:30 p.m.
Place: CHC-BC 101
Fee: \$69

Note: There is a **\$40** material fee payable at the class, which includes the Notary Public Study-Guide + Workbook.

To take the **State** proctored **examination** you must bring two #2 pencils, a photo identification such as your driver's license, state ID card, passport or active military ID and a **\$40** check or money order made payable to the Secretary of State.

The following Notary supplies are *optional* and available in class:

<i>Notary Public Sequential Journal</i>	\$25
<i>Inkless thumb printer</i>	\$15
<i>3 1/2" disk of certificates</i>	\$10
<i>Questions to ask principals</i>	\$ 5

CHC-2679

The Notary Public - Loan Signing Specialist

California's Real Estate Industry is in need of Notaries and others that are familiar with the processing of Loan Documents!

The instructor will present information on the duties and responsibilities of the Notary Public entering the loan industry as a Loan Signing Specialist.

Upon completion of the class, the student will be eligible to take the open book certification examination and receive a Certificate of Completion for the course, with a passing score.

A proctored examination will be given from 3:00 p.m. to 4:00 p.m.

Christyne Byron is currently a commissioned Notary Public for the State of California and a Certified Loan Signing Specialist.

Facilitator: Christyne Byron
Date: Saturday, July 23
Time: 8:00 a.m.-4:00 p.m.
Place: CHC-BC 101
Fee: \$69

Date: Material Fee **\$40**, payable at the class, includes the Loan Signing Specialist Study Guide and workbook. Optional: CD-ROM of mortgage companies in 40 counties is **\$25**.

There is a **\$30** fee for the proctored certification examination payable in class.

CHC-2681

Write a Business Plan in a Weekend

You CAN produce a simple business plan in just one weekend: This workshop shows you how. Easy to follow step-by-step instructions help define your objectives, identify the methods you will use to achieve them and develop a functional understanding of how things get done that organizes and manages the process.

A written business plan is the single most reliable predictor of business success - that's why investors, lenders, key people, landlords, vendors all demand a written plan before they decide to do business with you. Now you'll be able to produce a good basic written plan FAST!

The FREE handout includes business plan outlines for an established business and start-up business as well as the key points in the presentation.

Gene Konstant has written 100+ plans for existing and start-up businesses and raised over \$500 million in investor capital.

Facilitator: Gene Konstant
Date: Saturday, July 16
Time: 9:00 a.m. - 12:00 p.m.
Place: CHC-BC 105
Fee: \$39

Note: There is an **OPTIONAL** workbook that includes plans and extensive support materials for people who need a more sophisticated plan for **\$10**.

CHC-2685

**Legal Assistant/Paralegal Careers
Sessions I, II, III and
Distance Learning**

Sessions I, II, III and Distance Learning coursework will prepare participants with entry level skills necessary for Legal Assistant/Paralegal positions, including drafting legal documents, legal research, and an overview of laws, rules, regulations, and ethics. Topics will include Legal Assistant/Paralegal Fundamentals, Contract Law, Tort Law, and Legal Research and Writing.

Facilitator: Theresa Thompson-Snow
Day: Saturdays, (3 Meetings)
Date: July 16, 23 and 30
Time: 9:00 a.m. – 1:00 p.m.
Place: CHC-BC 104
Fee: \$95.00

Note: There is a required \$155 for law books/materials and \$200 for legal software, payable to the instructor in class.

CHC-2687

**Criminal Law and
Procedures for Paralegals**

The course will explore the role of paralegals in criminal law delving into one of the most fascinating areas of legal practice. The course will provide an overview of the world of prosecutors, defense attorneys and paralegals in criminal law. Actual examples of criminal cases are investigated and explained. In addition, defenses are explored, and appellate processes are examined.

Facilitator: Theresa Thompson-Snow
Date: Saturday, August 6
Time: 9:00 a.m. – 1:00 p.m.
Place: CHC-BC 104
Fee: \$75.00

Note: There is a \$25 materials fee payable to the instructor at the time of class.

CHC-2699

**How to Start and Manage
a Home-Based Business**

A study of small business management and an overview of business basics, business plans, marketing techniques, business expansion, structure, financing, licenses and permits. Participants will learn the following:

- Business Basics
- How to Prepare a Business Plan
- Marketing Techniques
- How to Expand a Business
- Business Structure, Financing, Licenses and Permits

Facilitator: Theresa Thompson-Snow
Date: Saturday, August 27
Time: 9:00 a.m. – 1:00 p.m.
Place: CHC-BC 104
Fee: \$75.00

Note: There is a \$25 materials fee payable to the instructor at the time of class.

CHC-2689

Wills, Trusts and Probate

This course discusses the law relating to the creation of wills and trusts, creation of the trust relationship, charitable trusts, resulting trusts and constructive trusts, the power and duties of the trustee, alteration and termination of the trust, probate of wills and administration of estates. Certificate of Completion will be issued.

Facilitator: Theresa Thompson-Snow
Date: Saturday, August 13
Time: 9:00 a.m. – 1:00 p.m.
Place: CHC-BC 104
Fee: \$75

Note: There is a \$25 materials fee payable to the instructor at the time of class.

CHC-2691

Family Law

This course presents the law related to marriage, the creation of a family, and separation and the dissolution of marriage. Certificate of Completion will be issued.

Facilitator: Theresa Thompson-Snow
Date: Saturday, August 20
Time: 9:00 a.m. - 1:00 p.m.
Place: CHC-BC 104
Fee: \$75

Note: There is a \$25 materials fee payable to the instructor at the time of class.



CHC-2705

Screenwriting Workshop

CHC-2707

Bootstrap Finance**Description of Activity:**

Students will learn the basics of how to write a screenplay for film or television. The format of scripts, as well as the outline and treatment, will be discussed. Actual recent Oscar-nominated scripts will be examined as well as scripts by the instructor. Students are encouraged to write scenes and outlines.

Objective of Activity:

Students will learn how to sell or option a story, screenplay, treatment or outline. Students will be instructed in the business of film, the Writers Guild rules and how to obtain agents and sell work in the industry.

About the Instructor:

Richard Boyle, who won an Oscar nomination for his screenplay, *Salvador*, has been a writer and film maker for thirty years. He has been an adjunct professor at University of Southern California's famed Film Writing School, where one of his students, John Singleton, sold his class project script, *Boyz in the Hood*, for several million dollars. He has worked with Oliver Stone, Richard Gere and James Woods. Mr Boyle has taught at Stanford and San Francisco State, is a member of the Academy of the Motion Pictures Arts and Sciences, and is a judge for its acclaimed Nichol Committee, as well as the Writers Guild.

Facilitator: Richard Boyle
Date: Saturday, August 4
Time: 10:00 a.m. to 3:00 p.m.
 (with a one-hour lunch break)
Place: CHC-BC 105
Fee: \$59

Learn how to finance and grow a business of your own using money secrets almost nobody knows:

- start and grow a profitable business with no investment
- the 3 ways to finance a business: investors, loans and asset-based financing
- what you really have to do to qualify for big loans
- where to find investors and how to sell them
- the business owners 4 income streams
- how to recapture most of your investment in tax free cash
- building your net worth with pre-tax dollars
- specific solutions for more than 50 typical financing problems

Gene Konstant raised more than \$500 million for business and real estate projects since 1975.

Facilitator: Gene Konstant
Date: Saturday, July 16
Time: 1:00 p.m. - 4:00 p.m.
Place: CHC-BC 105
Fee: \$39

Note: Materials fee of \$10 for a thick, loose-leaf financing manual. \$10 optional materials (audiotape of the lecture). (No recording permitted in class.)

Spanish in the Workplace

Have your employees learn Spanish phrases (work related) in a stress-free environment that requires no prior knowledge of Spanish. This method of language training uses English phonics for pronunciation and you will be speaking Spanish in just a few hours! This is not a conversational program and no grammar will be taught. All materials, including tapes, CDs, are provided to help you continue your practice and use of Spanish.

Call (909) 389-3208 for a customized, eight-hour class at your worksite.

CHC-2711

**How to Write Magazine
Articles That Sell**

Writing every day is essential to a writer's life, but getting material published and paid for is also essential, and a lot tougher. Learn what the more than 20,000 generally circulated magazines look for, how to target the right markets, slant material to specific publications, sell the article on a variety of rights, and work with editors. Presenter Rita Robinson is a full-time writer and former reporter/columnist with more than 1200 published articles on three continents, and author of 11 books. She lectures and conducts workshops at several colleges, is an instructor for Writer's Digest School, and has taken part in numerous writers' conferences. Handouts are included in the fee.

Facilitator: Rita Robinson
Date: Wednesday, July 26
Time: 6:00 p.m. - 9:00 p.m.
Place: CHC-BC 106
Fee: \$40



CHC-2713

**Get in Tune with Today's
Book Publishing World**

Book publishing is not the same today as it was five years ago, or even last year. Learn what publishers want and expect from writers, and how to package your proposal or synopsis. Also find out the important differences between e-publishing, self-publishing and traditional publishing. Handouts included in the fee.

Facilitator: Rita Robinson
Date: Wednesday, July 27
Time: 6:00 p.m. - 9:00 p.m.
Place: CHC-BC 106
Fee: \$40

The following popular business seminars are being co-sponsored between Crafton Hills College and the Inland Empire Small Business Development Center (SBDC) and local Chambers of Commerce.

CHC-2717

Overview: How to Start a Home-Based Business

This seminar is for potential and existing home-based business owners and will include instructional hand-out material and in-depth discussions on the steps to a successful home-based business and the advantages and disadvantages. Other topics covered will include - Business Plans and Financing, Legal Structure, Insurance Needs and the Basics of Starting a Business.

Date: Wednesday, June 22
Time: 9:00 a.m. - 12:00 p.m.
Place: Highland Chamber of Commerce,
7750 Palm Avenue, Highland
Fee: FREE - no charge but participants must register

CHC-2709

Fundamentals of E-Commerce

Don't be intimidated by the Internet! This comprehensive seminar is specially designed for small business owners who desire websites that truly benefit the company and provide a return on investment. Digital marketing techniques are the simplest form of targeted marketing. During this seminar many topics will be discussed such as Website design, Search Engine Registration, Creative Advertising using E-mail, E-Commerce, and Electronic shopping cart systems.

Date: Wednesday, July 27
Time: 9:00 a.m. to 12:00 p.m.
Place: Yucaipa Valley Chamber of Commerce,
35139 Yucaipa Blvd., Yucaipa
Fee: FREE – no charge but participants must register

CHC-2719

Marketing Your Small Business

Want to increase your bottom line? Attend this workshop and learn how to increase sales, profitability, and efficiently manage your marketing dollar. Topics such as customer profiling, analyzing your competition and target marketing will also be discussed.

Date: Wednesday, August 17
Time: 9:00 a.m. - 12:00 p.m.
Place: Highland City Hall, 27215 Baseline, Highland
Fee: FREE - no charge but participants must register

Crafton Hills College
11711 Sand Canyon Road Yucaipa, CA 92399

Workforce Development Programs
(909) 389-3208

Food Worker Certificate Course

San Bernardino County Department of Environmental Health Food Worker Certification Course

San Bernardino County Code requires that all foodworkers employed in San Bernardino County **MUST** possess a valid, unexpired Food Worker's Certification. This includes (but is not limited to) cooks, dishwashers, hosts, hostesses, managers, meat cutters, deli persons, caterers, etc. Students will receive the required certificate upon successful completion of this class. Certificates are valid for three years.

COURSES AVAILABLE

1 st Tuesday each month	6:00-8:00 p.m.
1 st Thursday each month	2:00-4:30 p.m. at Redlands EDD
Segundo Lunes de cada mes	4:30-6:30 de la tarde (en Espanol)
2 nd Wednesday each month	6:00-8:00 p.m.
3 rd Tuesday each month	2:00-4:30 p.m. at Redlands EDD
4 th Saturday each month	9:30-11:30 a.m.
4 th Thursday each month	4:30-6:30 p.m.
4 th Monday each month	6:00-8:00 p.m.

FEE: \$20.00

On-site classes at your facility can be arranged for large groups of 20 or more people.

Call us at 389-3208

If you have 12 or more employees who need a Chinese or Spanish speaking class, call us at 389-3208

Room number will be provided at time of registration.

Pre-registration is required.

Entry into class is on a first-come, first-served basis by paid registration.

On-Campus weekday classes must be paid no later than 5:00 p.m. on the day of the class.

Saturday Classes must be paid no later than 3:00 p.m. on the Thursday before class.

For more information, call 389-3510

To register – use the Workforce Development Program Registration Form.

Food Safety Management Certification Class

AB 1978- California Uniform Retail Food Facilities Law and California Health and Safety Code, Division 104, Part 7, Chapter 4 now requires all food facilities shall have at least one certified owner or employee who has passed an approved and accredited food safety certification examination.

- The training materials are from the National Environmental Health Association
- Certification examination is given at the end of the class
- Participants must register 1 week in advance. The textbook must be read prior to class
- On-site classes are available for groups of 15 or more people
- Certification is valid for three years

Facilitator: Susana Ramirez

Dates: Saturday: July 9 (CHC-2721)

Time: 7:45 a.m. – 5:00 p.m.

Place: CHC-BC 105

Fee: \$125 (includes class, exam, textbook, and certification upon passing the exam)

Note: Registration must be received 1 week prior to the class. Re-test fee is \$30.

Distributed Education Courses Television and Online

General Information

The Office of Distributed Education coordinates the televised and computer-delivered courses available to SBCCD students of Crafton Hills College in Yucaipa, and San Bernardino Valley College. Television courses are broadcast by KVCR-TV, and generally have five meetings on campus. KVCR is also available on cable and satellite systems; check with your TV system provider for specific channel. Online courses require accessibility to a computer system with an Internet connection, and may have up to five meetings on campus. Fees and academic credits are the same as equivalent traditional classroom courses.

Mission Statement

The mission of the Distributed Education Program of the San Bernardino Community College District is to expand access and provide greater flexibility to distant learners utilizing current and new technologies to deliver educational opportunities and to facilitate the attainment of students' personal and academic goals.

Office Location

Office of Distributed Education, & Technology Services
SBCCD Annex
441 West Eighth Street
San Bernardino, 92401
909-384-4325
8:30 a.m. to 4:30 p.m. weekdays

D. E. Internet Site

<http://learnonline.sbccd.cc.ca.us/disted>

Requirements for Television Courses

- A television capable of receiving KVCR-TV via antenna (24), cable, or satellite.
- Be able to attend campus meetings, usually 5 per semester, and view programs weekly.

Requirements for Online Courses and Hybrid Courses

- A computer system with Internet connection
- Some courses require a CD-ROM drive, and speakers or headphone
- Attend campus meetings, possibly up to 5 per semester

Technical Support for Online-Delivered Courses

909-384-4318 10 a.m. to 7 p.m. weekdays

Registration

The preferred method of registration is online. The procedure for registering online is found on page 15.



INTERNET APPLICATION FOR ADMISSION

1. Using a computer with Internet connection, enter the address, <http://ccentral.sbccd.cc.ca.us>.
2. At that page, see on the left, **Crafton**. Under the campus heading, find the link titled **Application**, click on that link.
3. You may skip some of the steps and verify that you are already admitted by clicking on **Check System** after entering **ONLY** the first section of personal information, otherwise fill in all the blanks.
4. At the bottom, click on **Submit** (this process does **not** register you into classes).

Distributed Education Courses Television and Online

ARE YOU A CANDIDATE FOR ALTERNATE DELIVERY CLASSES?

This assessment is being provided to help you decide if alternate delivered learning (TV or Online) is appropriate for you. This exercise is an indicator but not a definitive answer. This assessment covers two parts: Learning Style and Technical Aspects for TV and ONLINE.

Learning Style

- Do you stay on task without direct supervision?
- Can you prioritize your own workload and adhere to timelines?
- Do you usually understand and properly interpret written materials especially instructions?
- Could you allocate as much time in your schedule as you would for a "traditional" class but with more flexibility?
- Are you able to attend some class meetings on campus (usually 5 in a semester)?
- Would you enjoy the new experience of learning by way of television or a computer?
- If you answered YES to the "Learning Style" questions, continue to the next section.
- If you answered NO to any one of these questions, speak with an academic counselor before enrolling in a TV or Online class.

Technical Aspects for TV

- Do you have a television receiver available to you that can display broadcast channels?
- Can this television receive KVCR-TV, either with an antenna, satellite or a cable system?
- Do you have a video recorder as an option to record the programs for viewing according to your schedule?
- If you miss a program, could you go to the campus Learning Center to view the program?
- Would you be willing to lease the programs for a course on VHS tape as an option?
- If you answered YES to the "Technical Aspects for TV" questions, you meet the conditions for television delivery.
- If you answered NO to any one of these questions, speak with an academic counselor before enrolling in a TV or Online class.

Technical Aspects for ONLINE

- Do you have a computer system available to you that can access the Internet?
- Could you "go online" on a weekly basis, sometimes twice a week or more?
- Have you opened and sent e-mail messages?
- Have you installed a program after "downloading" it from a remote computer to your computer?
- Do you know how to "copy and paste" text from a word processing document to an email message?
- If you answered YES to the "Technical Aspects for ONLINE" questions, you meet the conditions for online delivery.
- If you answered NO to any one of these questions, speak with an academic counselor before enrolling in a TV or Online class.

Conditions

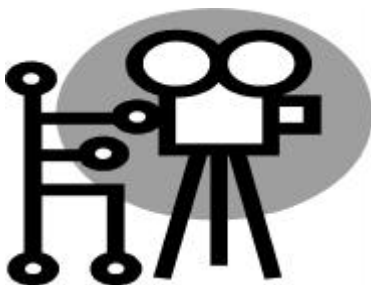
The TV and Online courses require structure, which you will create for yourself. You will need self-discipline to adhere to your self-made schedule. Much of the material covered in a Distributed Education course will require that you learn from reading textbooks, Internet-based articles, and written materials from the instructor. For some of the courses online, lectures are recorded by the instructor, which means you must use either a cassette player or a CD-Rom drive with a headphone or speaker.

Benefits

The beauty of Distributed Education learning is the flexibility of time available for you, as the student, to access the virtual classroom or to view TV programs. You can set your class time around your work schedule and family or social activities. You will soon realize the savings normally incurred with driving time and vehicle-related costs. If you take only D.E. courses you won't have to deal with parking constraints on a weekly basis. Plus, there may also be a reduction in childcare costs. You could also benefit by combining D.E. courses with traditional classes on campus. Now it's your choice. Check with an academic counselor to determine which classes you need, and see if they are offered via alternate delivery. Distributed Education may not be for everybody. However, for those who are self-motivated, it could prove to be an invaluable and rewarding experience.

Distributed Education

<http://learnonline.sbccd.cc.ca.us/disted>



Summer 2005 Telecourses

Course	Meeting Day	Meeting Dates	Meeting Times	Meeting Room	Instructor Information
ANTHRO 102	Monday	6/13, 6/27, 7/11, 7/25, 8/01	6-7:50 pm	CHS-242	Broyles, Larisa (951) 536-1666-mobile phone anthropologyquest@hotmail.com
ASTRON 150	Wednesday	6/15, 6/29, 7/06, 7/20, 8/03	6-7:50 pm	BC-101	Benson, Bryan (909) 794-2161, ext. 2634 bbenson@craftonhills.edu
BIOL 123	Tuesday	6/14, 6/28, 7/05, 7/19, 8/02	5-6:50 pm	LADM-121	Jonasson, Mark Office: LADM-226 Phone: (909) 389-3226 mjonasson@craftonhills.edu
GEOL 101	Wednesday	6/15, 6/29, 7/13, 7/27, 8/03	6-7:50 pm	CHS-122	Richard Hughes Office: LADM-105 Phone: (909) 389-3237 rihughes@craftonhills.edu
HIST 100	Monday	6/13, 6/27, 7/11, 7/25, 8/01	6-7:50 pm	BC-101	Perez, Mario Office: SSA-333 Phone: (909) 389-3352 maperez@craftonhills.edu
OCEAN 101	Tuesday	6/14, 6/28, 7/05, 7/19, 8/02	6-7:50 pm	BC-101	Breman, Joseph Phone: (909) 794-2161, ext. 2516 jbreman@esri.com
POLIT 100	Thursday	6/16, 6/30, 7/14, 7/28, 8/04	5:30-7:20 pm	BC-101	Hellerman, Steven (909) 794-2161, ext. 2630 hellers@cgu.edu
SOC 130	Tuesday	6/14, 6/28, 7/12, 7/26, 8/02	6-7:50 pm	CHS-122	Shelby, Patricia Phone: (909) 794-2161, ext. 2610 pashelby@mac.com

Distributed Education Courses

Telecourse Information

WHAT IS A TELECOURSE?

Telecourses are professionally produced programs designed for broadcast in conjunction with classes that meet occasionally on campus, usually 5 meetings per semester. Each series is titled to reflect the subject matter of the course. A set of programs, up to 26, comprises a series and may be 30 or 60 minutes each in viewing time.

Telecourse Viewing Options

The printed airing times of the telecourses reflect those of only PBS affiliate KVCR-24, San Bernardino/Riverside. These telecourse programs are broadcast purposely in coordination with the semester system of the San Bernardino Community College District, CHC and SBVC. Other PBS stations also broadcast telecourses, as does consumer satellite systems (PBSU). However, those programs might not be shown within the timeframe of the academic courses offered by this Community College District.

The Learning Centers of both campuses accommodate the viewing of current telecourses. Conditions and restrictions apply. Call the Learning Center for specific information.

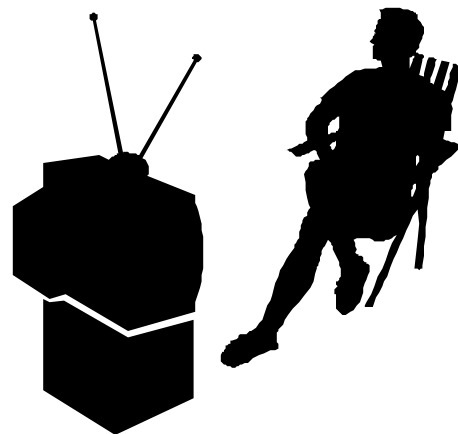
RMI Media offers a lease of the entire series of telecourse programs for an academic course, at a cost of around \$65. These VHS tapes are to be returned at the end of the academic semester. Seattle Community College District and RMI Media offer some of the telecourses streamed in a "video on demand" format. The service is available to students enrolled in telecourses worldwide (must have Internet Broadband Connectivity such as DSL, Cable Modem, or Wireless). The access fee is \$55 per telecourse. Contact RMI at 800-745-5480 or access the "www.rmimedia.com" Internet site.



How to Succeed In a Distributed Education Course

Successful students claim that determination, planning, and self-motivation are needed to complete a course that lacks the regular meetings of an on-campus structure. Here is a plan of action that might help you.

1. Attend the first campus meeting to meet the instructor, understand the course goals and requirements, and receive the course syllabus and assignments. Access the instructor's web site to get a copy of the syllabus and learn what is expected of you as an online student.
2. Read the study materials related to assignments as presented by the instructor. Take notes and highlight important information.
3. Watch the telecourse programs weekly. If you have a VCR, record the programs to review them, or make an appointment at the college Learning Center to view the programs. For online classes, log in to your online system weekly to keep up with new messages from the instructor and classmates.
4. Complete the assignments in the telecourse study guide and textbook after each program viewing. For online classes, be aware of due dates and don't wait until the last hour to send them.
5. Formulate a list of questions during your study time to present to the instructor at the telecourse campus meetings or to post by email to your online class.
6. Form a study group with other members of the class to review and discuss the content of the course.



Financial Aid Now



Ask Me How

**The Financial Aid
Office says,
"Definitely YES!"**

Many hundreds of our students are missing out on the Board of Governor's Waiver (BOG) by not completing the Free Application for Federal Student Aid (FAFSA). Even if you do not qualify for any Federal Grant programs, you could receive a Board of Governor's Waiver from the State of California. The Waiver covers the \$26.00* per unit tuition. You could use the cost savings for books!

In addition to the Waiver, there are Pell grants, Supplemental Educational Opportunity grants, a Federal Work-Study program, and scholarships.

To learn more about scholarships, grants, loans and the work-study program, drop by the Financial Aid Office on campus and ask for the Free Application for Federal Student Aid (FAFSA) and The Student Guide from the U.S. Department of Education.

**For more information,
call Financial Aid.**

(909) 389-3242

(909) 389-3223



* Accurate at the time of printing.

Career and Technical Education

is online at Crafton Hills College
with the following Services and Programs:

- Career Information
- Career Interest Self-Evaluation
- Occupational Aptitude Assessment
- Pre-Employment Assistance
(Resume writing, Interview techniques)

PLUS

**Degree and Certificate programs in the
following occupation fields:**

- Administration of Justice
- Business Administration:
 - Accounting
 - Marketing
 - Business Management
- Child Development
- Computer Information Systems
- Fire Technology
- Health Occupations:
 - Respiratory Care
 - Radiologic Technology
 - Emergency Medical Services

For Information, contact the office listed below
or consult the CHC College Catalog:

Counseling Center

Telephone: (909) 389-3366 Room: SSB-201

Career Center

Telephone: (909) 389-3361 Room: SSB-201

Program Development Office

Telephone: (909) 389-3240 Room: LADM-300D

STATE AND FEDERAL FINANCIAL AID

STATE 2005-2006 STATE FINANCIAL AID 2005
 STATE 2005 FINANCIAL AID
 STATE FINANCIAL AID 2005

STATE 2005-2006

STATE 2005 STATE FINANCIAL AID
 STATE FINANCIAL AID 6 STATE FINANCIAL AID 14, 2005

ALL CHECKS WILL BE MAILED

If you need help with the cost of attending college, the Financial Aid Office may be able to help. The Financial Aid Philosophy is "No Student should be denied access to an educational experience because of a lack of funds." The distribution of these state and federal funds is closely regulated by laws & regulations designed to direct support to those who need them most.

FREE APPLICATION FOR FEDERAL STUDENT AID
 The process starts with the Free Application for Federal Student Aid. Based on the information you provide, the Department of Education established a contribution from you and/or your family toward your educational expenses. Your financial need is the difference between the cost of attendance and the contribution from you and/or your family.

FEDERAL AID TITLE IV FUNDS
 Students receiving Federal Aid Title IV funds who withdraw or drop without notice from all classes prior to or during the 10th week of the semester (60%), will be subject to Federal refund policies. Students who receive federal financial aid and do not attend any classes will be required to repay all the funds they received. Students who withdraw from all classes prior to completing more than 60% of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed, and will be required to repay any unearned financial aid they received. Examples of refunds are available from the Financial Aid Office. The college will bill the student and holds will be placed on records until the funds are repaid by the student.

SATISFACTORY ACADEMIC PROGRESS
 Satisfactory Academic Progress is required of all Financial Aid students. If the college places you on probation you are automatically on probation with the Financial Aid Office. Satisfactory progress will be monitored at the end of each spring semester for all Financial Aid students who apply for Aid for the next school year. Detailed information on standards required are available in the Financial Aid Office.

STAFF

John Muskavitch,	Financial Aid Director	389-3269
Juanita Sousa,	Financial Aid Coordinator	389-3224
Sandra L. Roberts,	Financial Aid Specialist	389-3242
Diedre Sharpe,	Clerical Assistant II	389-3223

ELIGIBILITY

STATE FINANCIAL AID
 STATE FINANCIAL AID
 STATE FINANCIAL AID

California resident student fees can be WAIVED. There are three types of eligibility. You only need to be eligible for one:

METHOD A: Please provide proof of AFDC/TANF, SSI, or General Relief benefits being received. (If you are considered dependent, you must provide proof of the benefits your parents are receiving.)
 Acceptable documentation: Copy of current check, current month's or last month's eligibility letter or untaxed income verification form (available in the Financial Aid Office). Please note: Proof of food stamps or medical card is not acceptable documentation.

METHOD B: Please provide information regarding your household size and all sources of income by completing section B on the back of the form. If awarded a BOG B, your enrollment and health fees will be waived.

METHOD C: If you don't qualify for Method A or B, you may qualify under Method C. To be evaluated under Method C you must complete a FAFSA. Once you receive your pink SAR (Student Aid Report) in the mail, attach it to a completed BOG application and turn it in to the Financial Aid Office. This process can take up to six weeks.

FEE-WAIVERS DO NOT COVER BOOKS

ADDITIONAL INFORMATION

The Financial Aid Office has detailed information on the following financial aid programs:

- Pell Grant
- Federal Work Study (FWS)
- Stafford Loan Program (FFELP)
- Board of Governors Grant Waiver (BOG)
- Supplemental Educational Opportunity Grant (SEOG)

OFFICE: Classroom Building, Room 214 (CL-214)
Hours: Monday-Thursday 9:00 am - 5:30 pm

NEW FINANCIAL AID RULES for 2005/2006

There is a new federal law this year about paying back money if you leave school

If you get a GRANT and then WITHDRAW from all your classes, you will OWE money back to the federal program. Here's how it works:

According to the day you withdraw, the financial aid office will calculate the part of the grant that you have "earned". NOTE: If you withdraw after you have earned 60% of your grant, you do not owe any repayment.

(Don't worry if you don't understand, the financial aid office will calculate the amount for you.)

Example: Say you get a \$1000 grant. If there are 100 days in the term and you drop out on the 26th day, then you earned 26% of your grant

The Financial Aid Office will multiply your grant money and figure out what you earned, and did not earn.

\$1000 grant x 26% = \$260 earned; \$1000 x 74% = \$740 unearned.

The college will owe some of the money back depending on the number of units you took:

You took 12 units at \$26 each = \$312 x 74% (unearned) = \$231 the college has to pay.

You will have to pay back the unearned amount, minus the college share, times 50%.

\$740 - \$231 = \$509 x 50% = \$255 you have to pay the federal program.

If you receive Federal Work Study (FWS) money and withdraw, you do not owe any FWS money back. You always get to keep the salary you have earned.

If you are thinking of withdrawing or Just leaving... Please think again!

Immediately see a counselor or advisor and discuss your academic or personal reasons for leaving. Perhaps you can stay but take fewer courses. Maybe there are services (like tutoring or personal support) that will help you stay. Talk to your instructors, see what advice they can offer.

Don't leave unless you must But if you must, take care of business before you go.

Begin the withdrawal process at the Admissions and Records Office. This office will tell you the process and the rules.

Immediately go to the Financial Aid Office in the Classroom Building, Room 214. Learn how much you will owe and how you will have to repay it.

Please work with the Financial Aid Office. You can arrange for regular payments with the federal government without losing your student aid eligibility, so it's important to take care of the details before you go. If you leave without taking care of this business and you owe money, the Financial Aid Office will have to put a national HOLD on your student aid eligibility.

REGULATION	REQUIREMENTS	OPTIONS	IMPACT
<p>All students receiving federal financial aid who completely withdraw within the first 60% of a term, payment period, or period of enrollment are subject to the new refund provision.</p> <ul style="list-style-type: none"> • Effective Fall, 2000 • The responsibility to repay unearned aid is shared by the institution and the student in proportion to the aid each is assumed to process. • During the first 60% of the enrollment period the student "earns" Title IV aid in direct proportion to the length of time he or she remains enrolled. • Percentage is calculated dividing the number of days completed in the term by the number of calendar days in the term. • Percentage is applied to the amount of disburseable aid to the student for that period of enrollment. 	<p>Student:</p> <p>Shares in repayment of Title IV Funds awarded that are unearned.</p> <ul style="list-style-type: none"> • The student's share is the difference between the total unearned amount and the institution's share of unearned aid. • The student must repay their share of the unearned funds within 45 days after being billed by the District or set up a repayment schedule with the institution or the Department of Education. 	<p>Student repays the funds in full within 45 days of notification.</p> <p>Student is referred to the Department of Education for collection after the District notifies the student of overpayment and affords the student 45 days to repay overpayment in full or sets up a repayment schedule.</p>	<ul style="list-style-type: none"> • The District must bill and collect the overpayment within 45 days. • The District must set up, monitor and collect overpayment. • If the schedule does not adhere to repayment plan the Financial Aid Office must be notified and the student must be referred to the Department of Education for collection. • The District must bill and attempt to collect the overpayment from student within 45 days of notification. • The District has no further collection obligation after 45 days have expired.
	<p>Institution:</p> <ul style="list-style-type: none"> • Shares in the repayment of Title IV funds for the unearned portion of tuition and fees. • Institutional share is the lesser of: • The total amount of unearned aid; or • Institutional charges multiplied by the percentage of aid that was unearned. • Must make post-withdrawal disbursements to eligible students who earned more aid than was disbursed prior to withdrawal. • The institution must define and publicize its withdrawal process. 	<p>The District must return its share of unearned Title IV funds no later than 30 days after it determines that the student withdrew.</p>	<ul style="list-style-type: none"> • The District is refunding General Funds monies to the Title IV Programs.
		<p>The District has the option to bill the student for the institution's share of Title IV overpayment.</p>	<ul style="list-style-type: none"> • Students will incur an additional liability if they are billed for the institutional share of Title IV overpayments. • Students will have an institutional liability that will prevent them from enrolling, per Board Policy, until the funds are repaid.

California Community Colleges
2004-2005 Board Of Governors Fee Waiver Application

This is an application to have your enrollment fees waived. This **FEE WAIVER** is for California residents only. If you need money to help with books, supplies, food, rent, transportation and other costs, please complete a FREE APPLICATION FOR FEDERAL STUDENT AID (**FAFSA**) right away. Contact the Financial Aid Office for more information. It's OK to file both this form (for quick action) and the **FAFSA** (to be considered for more money).

Name: _____ Social Security Number: _____ - _____ - _____
Last First Middle Initial

Email (if available): _____ Telephone Number: (_____) _____

Home Address: _____

Street City State Zip
Date of Birth: ____/____/____ Marital Status: Single Married Divorced Separated Widowed

Has the Admissions or the Registrar's Office determined that you are a California resident? Yes No

Note: Students who are exempted from paying nonresident tuition under Education Code Section 68130.5 (AB 540) are not California residents.
If you are not a California resident you are not eligible for this fee waiver. Do not complete this application. You can still file the **FAFSA** to be evaluated for other aid. Please get a **FAFSA** and complete it.

DEPENDENCY STATUS

1. Were you born before January 1, 1981? Yes No
2. As of today, are you married? (Answer "Yes" if you are separated but not divorced.) Yes No
3. Do you have children who receive more than half of their support from you or other dependents who live with you (other than your children and spouse) who receive more than half of their support from you, now and through June 30, 2005? Yes No
4. Are you an orphan or a ward of the court, or **were** you a ward of the court until your 18th birthday? Yes No
5. Are you a veteran of the U.S. Armed Forces? Yes No
 - If you answered "Yes" to any of the questions 1 - 5, you are considered an **INDEPENDENT** student and must provide income and household information about yourself (and your spouse if you are married). Skip to Question #8.
 - If you answered "No" to all questions 1 - 5, complete the following questions:
6. If your parent(s) filed or will file a 2003 U.S. Income Tax Return, were you, or will you be claimed on their tax return as an exemption by either or both of your parents? Yes No Parent(s) won't file
7. Do you live with one or both of your parent(s)? Yes No
 - If you answered "No" to questions 1 - 5 and "Yes" to either question 6 or 7, you must provide income and household information about your PARENT(S). Please answer questions for a **DEPENDENT** student in the sections that follow. Skip to Question #8.
 - If you answered "No" or "Parent(s) won't file" to question 6, and "No" to question 7, you are a dependent student for all student aid except this fee waiver. You may answer questions as an **INDEPENDENT** student on the rest of this application, but please try to get your PARENT information and file a **FAFSA** so you may be considered for other student aid. You cannot get other student aid without your parent(s) information. Talk to the Financial Aid staff if you think you have special circumstances. Skip to Question #8.

SPECIAL CLASSIFICATIONS

8. Do you have certification from the California Department of Veterans Affairs or the National Guard Adjutant General that you are eligible for a dependent's fee waiver? Yes No
 9. Are you eligible as a recipient of the Congressional Medal of Honor or as a child of a recipient, or a dependent of a victim of the September 11, 2001 terrorist attack? Yes No
 10. Are you eligible as a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty? Yes No
- If you answered "Yes" to question 8 or 9 or 10, you are eligible for a **FEE WAIVER**. Sign the Certification at the end of this form. You are required to show proof of benefits. Ask the Financial Aid Office for instructions.
 - If you answered "No" to questions 8 and 9 and 10, continue to Method A.

METHOD A

11. Are you currently receiving monthly cash assistance from: (To be answered by all students, dependent and independent.)
TANF/CalWORKs? Yes No SSI/SSP? Yes No General Assistance? Yes No
 12. If you are a dependent student, are your parent(s) receiving TANF/CalWORKs or SSI/SSP as their sole source of income? Yes No
- If you answered "Yes" to question 11 or 12 you are eligible for a **FEE WAIVER**. Sign the Certification at the end of this form. You are required to show proof of benefits. Ask the Financial Aid Office for the **FAFSA** to be eligible for other financial aid opportunities.

METHOD B

13. **DEPENDENT STUDENT:** How many persons are in your parent(s) household? (Include yourself, your parent(s), and anyone who lives with your parent(s) and receives more than 50% of their support from your parents, now and through June 30, 2005.) _____
14. **INDEPENDENT STUDENT:** How many persons are in your household? (Include yourself, your spouse, and anyone who lives with you and receives more than 50% of their support from you, now and through June 30, 2005.) _____

	DEPENDENT STUDENT: PARENT(S) INCOME	INDEPENDENT STUDENT: STUDENT (AND SPOUSE'S) INCOME
15. 2003 Income Information		
a. Adjusted Gross Income (If 2003 U.S. Income Tax Return was filed, enter the amount from Form 1040, line 34; 1040A, line 21; 1040EZ, line 4 or Telefile, line I)	\$ _____	\$ _____
b. All other income (Include ALL money received in 2003 that is not included in line (a) above.)	\$ _____	\$ _____
16. TOTAL Income for 2003 (Sum of a +b)	\$ _____	\$ _____

The Financial Aid Office will review your income and let you know if you qualify for a FEE WAIVER under Method B. Even if you do not qualify using this simple method, you should file a FAFSA. Many students do not qualify under Method A or B but still qualify for a FEE WAIVER and MORE FINANCIAL AID by completing the FAFSA. The Financial Aid Office will give you forms and information.

CERTIFICATION FOR ALL APPLICANTS: READ THIS STATEMENT AND SIGN BELOW

I hereby swear or affirm, under penalty of perjury, that all information on this form is true and complete to the best of my knowledge. **If asked by an authorized official, I agree to give proof, which may include a copy of my and/or my parent's 2003 U.S. Income Tax Return.** I also realize that any false statement or failure to give proof when asked may be cause for the denial, reduction, withdrawal, and/or repayment of my waiver. I authorize release of information regarding this application between the college, the college district, and the Chancellor's Office of the California Community Colleges.

Applicant's Signature

Date

Parent Signature (Dependent Students Only)

Date

This application will only waive your fees. PLEASE FILE AN APPLICATION FOR ADDITIONAL STUDENT AID. TO SEE IF YOU QUALIFY FOR MORE AID, COMPLETE A FAFSA. The FAFSA is available at www.fafsa.ed.gov or at the Financial Aid Office.

FOR OFFICE USE ONLY

- BOGFW-A
 - TANF/CalWORKs
 - GA
 - SSI/SSP
- BOGFW-B
- BOGFW-C
- Special Classification
 - VET/NG DEP
 - MEDAL of HONOR/ or 9/11 DEPENDENT
 - Dependent of deceased law enforcement/fire suppression personnel
- Student is not eligible

Notes: _____

Certified by: _____ Date: _____

NON-DISCRIMINATION POLICY

San Bernardino Community College District and its two colleges, Crafton Hills College and San Bernardino Valley College, are committed to non-discrimination. Our goal is to provide equal opportunities for all community members in all areas of the college including admission, student financing, student support facilities and activities, and employment. Federal laws and district policies strictly prohibit all types of discrimination, including sexual harassment and inequities based on race, color, religion, sex, age, marital status, physical disabilities or mental impairments, or sexual orientation. The District's non-discrimination policies are supported by the requirements of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the education amendments of 1972; the Age Discrimination in Employment Act of 1975; and sections 503 and 504 of the Rehabilitation act of 1972, as amended.

Crafton Hills College is further committed to overcoming sex discrimination and sex stereotyping in vocational education programs. The lack of English language skills will not be a barrier to admission and participation in vocational education programs.

Students, job applicants, and employees may complain of any action which they believe discriminates against them on the above-cited grounds.

For information regarding the college's equal opportunity/affirmative action policies or to file a complaint, contact John Matulich, Interim Vice Chancellor of Human Resources & Employee Relations District Building, SBCCD, 114 South Del Rosa Drive, San Bernardino, CA 92408. Telephone (909) 382-4041.

For information regarding the requirements of Section 503 and 504 of the Rehabilitation Act of 1973 or to file a complaint, contact Alex Contreras, Vice-President, Student Services, Student Services Building, Room 306.

Complaints of sexual harassment may be registered with the Interim Vice Chancellor of Human Resources and Employee Relations, District Building, SBCCD, 114 South Del Rosa Drive, San Bernardino, CA 92408. Telephone (909) 382-4041.

In compliance with the **Student Right to Know and Campus Security Act** of 1990 (Public Law 101-542), it is the policy of the San Bernardino Community College District and Crafton Hills College to make available to all students the completion rates of certificate-, degree-, or transfer-seeking first-time, full-time students entering college beginning in Fall 1995, and annually thereafter. This information is available in the college library and on the web at <http://cccoco.edu>
Information on crime rates is available in the Communications Center (LADM-221)

El Distrito de Colegios de la Comunidad de San Bernardino, y sus dos colegios, San Bernardino Valley College y Crafton Hills College, están comprometidos a no discriminar. Nuestra meta es proveerles la oportunidad igual a todos los miembros de la comunidad, en todos los aspectos del colegio, incluso los servicios de admisión de ayuda financiera, de facilidades & actividades estudiantiles y del empleo.

Las leyes federales y la políticas del Distrito prohíben absolutamente todo tipo de discriminación, incluso el acoso sexual, y la desigualdad, sea basada en la raza, el color, la religión, el sexo, la edad, el estado civil, la deshabilidad física o impedimentos mentales, o la orientación sexual. Las políticas antidiscriminatorias están apoyadas por los requisitos de los Títulos VI y VII del Acta de Derechos Civiles del 1964 con sus enmiendas; el Títulos IX de las Enmiendas de la Educación del 1972; el Acta sobre la Discriminación en el Empleo por la Edad del 1975; y Secciones 503 y 504 del Acta de Rehabilitación del 1972 con sus enmiendas.

Además, Crafton Hills College se compromete a vencer la discriminación por el sexo y los estereotipos sexuales en los programas de la educación vocacional. La falta de facilidad con el uso del inglés no será barrera a la admisión ni a la participación en los programas de la educación vocacional.

Los estudiantes, los solicitantes para el empleo y los empleados pueden quejarse de cualquiera acción que les parezca discriminar contra ellos por uno de los motivos antes descritos. Para información sobre la política del distrito o para quejarse: Póngase en contacto con:

John Matulich, Interim Vice Chancellor of Human Resources and Employee Relations, District Building, SBCCD, 114 South Del Rosa Drive, San Bernardino, CA 92408. Telephone (909) 382-4041.

AMERICANS WITH DISABILITIES ACT OF 1990 STATEMENT OF POLICY

It is the policy of Crafton Hills College to make our services, facilities, programs, and accommodations accessible to all people including people with disabilities, and comply fully with the provisions of the Americans with Disabilities Act of 1990.

If a disability prevents you from fully using our facility or enjoying our services and programs, we would like your input and ideas on how we can serve you better.

Any concerns, comments, or suggestions should be directed to the Campus ADA Coordinator.



The San Bernardino Community College District



SUBSTANCE ABUSE POLICY

Illicit drugs use and alcohol abuse account for two-thirds of violent behavior, one-half of all injuries, one-third of all emotional difficulties and one-third of all academic problems on college campuses. Students must be aware that substance abuse leads to financial, health, psychological, work, school and legal problems. Health risks include:

ALCOHOL Physical Effects: impairs coordination and thinking, contributes to brain, heart, and liver disease, fetal alcohol syndrome, some forms of cancer, reduced life expectancy, addiction
Overdose: alcohol poisoning, reduced respiratory and heart rate and possible death.

COCAINE & CRACK COCAINE Physical Effects: severe mood-swings and irritability, depression, increased blood pressure and heart rate, excitability and restlessness, false feeling of self-confidence, painful nosebleeds and nasal erosion, quick addiction.
Overdose: agitation, hallucinations, convulsions, heart failure and possible death.

DEPRESSANTS (Barbiturates, Tranquilizers, Chloral Hydrate)
Physical Effects: Slurred speech, impaired judgment, and loss of motor coordination.
Overdose: (compounded if used with alcohol) respiratory depression, clammy skin, dilated pupils, weak rapid pulse, coma, and possible death.

HALLUCINOGENS (PCP, Angel Dust, Loveboat, LSD, Acid, Green/Red Dragon, Mescaline, Peyote, Psilocybin, Designer Drugs, Ecstasy, PCE)
Physical Effects: Increase in blood pressure, heart rate and blood sugar, possible muscle rigidity, rapid changing feelings, depression, anxiety, violent behavior, & a distorted perception of time. One use may cause irreversible brain damage.
Overdose: convulsions, coma, heart/lung failure, ruptured blood vessels in the brain, and possible death.

INHALANTS (glue, paint thinner, hairspray, gasoline, correction fluid, marking pens, laughing gas.)
Physical Effects: loss of muscle control, slurred speech, drowsiness, excessive secretions from the nose and watery eyes, brain damage and damage to lung cells.
Overdose: excessive fatigue, increased pulse, loss of consciousness and possible death.

MARIJUANA Physical Effects: increased appetite, loss of sex drive and reduced fertility, may cause heart and lung (contains more than 400 chemicals) damage, diminished immune system, impairs judgment and relaxes inhibitions, loss of motivation and purpose, impaired memory, a short attention span and delayed reflexes, heavy psychological dependence.

NARCOTICS (Opium, Morphine, Codeine, Heroin, Dilaudid)
Physical Effects: loss of appetite, sniffles, watery eyes, cough, nausea, drowsiness, low raspy speech, decreased pulse, drowsiness, respiratory depression, constricted pupils.
Overdose: slow-shallow breathing, clammy skin, convulsions, coma, and death.

STERIODS (Anabolic (male hormone), Cortical, Estrogenic (female hormone)
Physical Effects: severe acne, rashes, stunted growth, sexual function problems, women develop masculine traits and increased hair growth, behavioral changes, aggressiveness (“roid rages”), cholesterol increases, heart disease, liver tumors, cataracts, and possible death.

STIMULANTS (Cocaine, Amphetamines, Methamphetamines, Phenmetrazine, Methylphenidate, Ice)
Possible Effects: decreased appetite, blurred vision, dizziness, a feeling of restlessness, anxiety, delusion, increased heart and respiratory rates, increased blood pressure, high doses can cause rapid or irregular heart rate, dilated pupils,
Overdose: agitation, increase in body temperature, hallucination, convulsions, heart failure and possible death.

Do you think you may have a substance abuse related problem?
If you answer yes to one or more of the following, there is most likely a problem. 1. Have you blacked out after using drugs or alcohol? 2. Have you been arrested during or after you were drinking or using drugs? 3. Do you drink or use drugs to get wasted? 4. Has someone close to you, talked with you about your alcohol or drug usage? 5. Does a family member have an alcohol or other drug problem, or had one in the past?

Resources for help:

- Health and Wellness Center: (909) 389-3272
- Counseling Center: (909) 389-3366
- Alcoholics Anonymous Meeting Referrals: (909) 825-4700
- Narcotics Anonymous Meeting Referrals: (909) 795-0464
- Crafton Hills College, Narcotics Anonymous . (909) 389-3272
- For dates and times of meetings, call the CHC Health & Wellness Center

National Database of Drug and Alcohol Treatment:
 E-mail: www.samhsa.gov

Alcohol and your College Experience: www.factsontap.org
 Drug Help: www.drughelp.org

California Alcohol & Drug programs: www.adp.state.ca.us

Additional information is available at: www.craftonhills.edu
 (click on Student Info. & then Health & Wellness Center)

CRAFTON HILLS COLLEGE ADMINISTRATION

President	Gloria M. Harrison, M.A.
Vice President, Instruction	Susan A. Shodahl, Ph.D.
Vice President, Student Services	Alex E. Contreras, M.S.
Vice President, Administrative Services	Charlie Ng, Jr., M.B.A.
Dean, Program Development	Donna Ferracone, M.A.
Dean, Instruction and Economic Development	June Yamamoto, M.A.
Dean, Student Services/Counseling and Matriculation	Kirsten Colvey, M.A.
Director, Marketing and Public Affairs	Patrick Fite, B.A.
Director, Financial Aid	John Muskavitch, B.A.
Director, Research and Planning	Virginia Moran, M.A.
Director, Admissions and Records	Joe Cabrales, M.A.

DISTRICT ADMINISTRATION

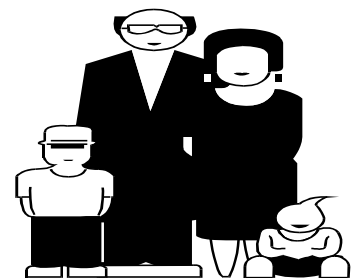
Chancellor	Donald F. Averill, Ed.D
Interim Vice Chancellor, Human Resources and Employee Relations	John M. Matulich, M.S.
Vice Chancellor, Fiscal Services	Robert J. Temple, M.A.
Director, Facilities and Planning	Raymond G. Eberhard, M.A.
Assistant to the Chancellor/Governmental Affairs	Frank Reyes, M.A.
Director of Distributed Education and Technology Services	Glen Kuck, M.S.
Director/Manager, Radio and TV Stations	Larry Cicalone, M.A.
Director of Human Resources	Mary Nemnich, M.A.
Chief Information Officer, Computing Services	Gary Van Voorhis, M.A.
District Marketing Director	Donna Hoffmann, M.A.
Director, Fiscal Services	Crispina Ongoco, B.S.
Manager, Business Services	Ron Gerhard, M.B.A.

SBCCD BOARD OF TRUSTEES

President	Mary E. Sampson
Vice President	Dr. Donald L. Singer
Clerk	Dr. Charles S. Terrell, Jr.
Trustees	Charles H. Beeman, Allen B. Gresham, Carleton W. Lockwood, Jr., Robert Percy
CHC Student Trustee	John Hopkins



**Do You and/or Your Family
Need Health Insurance?**



You may be eligible for free or low cost health insurance and not know it.



Information and Counseling is available in the Health & Wellness Center, SSB-101

- There may be help if you are 21 years of age and younger, over 65 years of age, have children under 21 years of age, pregnant, disabled, low-income working, diagnosed with a chronic health condition lasting for more than one year and documented by your doctor, and more.
- Some services available are Medi-Cal; Healthy Families; California Kids; County Services Medical Plan (MIA); Access for Infants and Mothers (AIM); Kaiser Permanente Cares; STEPS; Health Insurance Premium Payment (HIPP); Breast and Cervical Treatment Program; Women, Infant and Children (WIC); Child Health and Disability Prevention (CHDP); Public Health Department; Social Action Corp Clinic (SAC); Redlands Community Family Clinics; San Bernardino County Family Planning; Planned Parenthood; Inland Empire Community Clinic; and Low-Cost Insurances: Student Insurance & Somerton Insurance.

- Legend On-Campus**
(See map on inside back cover)
- BC Bookstore Complex
 - BK Bookstore
 - CL Classroom Building
 - CC College Center
 - CHS Chemistry & Health Science Building
 - CDC Child Development Center
 - G Gymnasium
 - LADM Laboratory/Administration Building
 - LR Learning Resources/Library
 - OE 1, OE 2 Occupational Education
 - PAC Performing Arts Center
 - SSA Student Services A
 - SSB Student Services B
 - SCC Student Center/Caterina
 - SCCSTL Student Center/Staff Lounge
- Legend Off-Campus**
- CLNC Clinic
 - DE Distance Education
(See Room Numbers in schedule)
 - FLD Off-Campus Field
 - HOSP Hospital
 - SBCMC San Bernardino County Medical Center
 - SBNO RSTC San Bernardino Richard Sewell Training Center
 - VETS Veterans' Hospital



CRAFTON HILLS COLLEGE
11711 SAND CANYON RD.
YUCAIPA, CA 92399
(909) 794-2161

-  HANDICAPPED PARKING
-  HANDICAPPED RAMP

NOTE: Parking Controls are in effect in all Parking Lots and along all campus streets. MONDAY-THURSDAY 8 AM TO 10 PM. FRIDAY 8 AM TO 4:30 PM

